

Towneley Park Management Plan 2024-2029



Figure 1 Red, White and Blue Wildflower display near Towneley Hall

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Other Documents (available on request)

Document 1	Towneley Code of Conduct
Document 2	Towneley Parking Policy
Document 3	Towneley Park Nature Conservation Strategy
Document 4	BBC Tree Management Policy
Document 5	Towneley Park Woodland Strategy

Section 1: Understanding Towneley Park

1.1 INTRODUCTION TO THE MANAGEMENT PLAN

The Council works closely with park friends groups to manage and develop Burnley's 6 heritage parks and for each park there is a management plan that is regularly reviewed and updated.

The management plan for Towneley Park was first written and adopted in 1995 and was updated in 2005 for a Stage 2 application to the Heritage Lottery Fund to restore the park, substantially revised as a 10-year management 2008-2018, revised as a 5 year plan in 2019-2024.

This revision has simplified the document and used the same format that the Council uses for other Green Flag parks.

Purpose and scope

The MMP is a working document to guide the maintenance and management of Towneley Park and it will be used by Council staff, The Friends of Towneley Park, and is accessible by anyone with an interest in the park.

The plan has been prepared with reference to;

"10-year Management and Maintenance Plan Guidance". HLF Oct 2012
"Guide to producing Park and Green Space Management Plans", CABE Space
"Raising the Standard – The Green Flag Guidance Manual" Cabe Space

The MMP is intended as a document that will be developed and used over the coming 5 years. It is therefore written in a manner that is intended to be easily followed. In Section 3 the plan follows the Green Flag Award format and covers each of the eight Green Flag criteria, describing the current situation and recommending where improvements are required. The recommendations for each criterion are summarised as an action plan at the end of the plan chapter.

The Objectives of the Management Plan

This Management Plan has the following objectives:

1. To guide the future maintenance of the park and ensure that the resources are effectively used, and the future management is sustainable
2. To ensure that the park meets the many different recreational needs of the users
3. To integrate heritage and ecological conservation interests into parkland management
4. To promote community involvement in the park
5. To promote biodiversity and ensure that the ecological value of the park is enhanced
6. To promote an integrated approach to the long-term management of the Hall and parkland

The Management Plan Process & Action Plan

The management plan was written by the Head of Green Spaces & Amenities and the Towneley Park Officer. There has been consultation with the Friends of Towneley in identifying issues and in formulating the Action Plan, with staff who work in the park and with other stakeholders.

Progress on the Action Plan is reviewed annually and priorities for the following year are discussed with the Friends of Towneley Park and new action added to the plan. The Action Plan forms Table 14 in Appendix 2.

Figure 1. Illustrative Plan of Towneley Park



1.2 DESCRIPTION OF TOWNELEY PARK

Towneley Park is owned and managed by Burnley Borough Council (BBC) and is the largest and most popular park in Burnley. The main entrance is within a mile of the town centre and the park extends to the south east, covering an area of some 184 hectares (460 acres). At the southern end of the park is Towneley Hall, Burnley's art gallery and museum. This is surrounded by ornamental gardens that extend into woodland. To the north and east of the Hall, the former parkland is now golf courses and playing fields and to the south 10 hectares (24 acres) of broadleaved woodland.

The main avenue extends North East to the River Calder which bisects the park. The main visitor car park and children's play area are located here and the remaining parkland to the north east of the Calder is occupied by a former 9-hole golf course, woodland and meadows and the Deer Pond LNR.

A public road (byway), Towneley Holmes Rd and Deer Park Rd runs through the park. This is used as a public road as well as an access to the park.

Two schools, Unity College and St Stephen's Primary School occupy sites that were formerly part of Towneley Park and there are two garden centres, Towneley Garden Centre and Springwood Garden Centre located on the edge of the park.

Towneley is the most visited park in Burnley: 54% of residents identify that it is the park which they visit most frequently and it also attracts visitors from across Pennine Lancashire and the Hall attracts visitors from across the North West. We have no accurate visitor figures, but estimate +500,000 p.a.

Visitors are attracted by Towneley Hall and its historic landscape of parkland, woodland and semi-natural areas. There is good parking, refreshment and toilets facilities, two play areas and an extensive accessible path network. Towneley is also a sporting destination with 2 golf courses, football pitches, bowling greens and it is home to a hugely popular park run and many other running events take place at Towneley.

Towneley has benefitted from significant investment from the Heritage Lottery Fund: in 1999 the Hall was secured £1.5m grant for an extension, including staff accommodation, conference facilities and improved visitor and access facilities. A £3.2m programme of parkland restoration was implemented between 2005 - 2010 funded by the HLF 'Parks for People' programme and Burnley Borough Council. The Park has held Green Flag status since 2008. Following safety concerns with the ornate plaster ceiling in the Great Hall, architects were appointed to assess the overall structural integrity of the Hall and in 2023 the Council secured funding from the Arts Council to carry out a major restoration of the Hall both interior and exterior. While it is inevitable that it will affect visitor experience and a limited offer in the museum and art gallery, every effort is being made to keep the grounds presentable and pleasant to visit and engage visitors and residents with the restoration. The restoration is expected to be completed in Spring 2025.

Fundamental to the future at Towneley is the integration of the Hall and parkland and their management as a 'country estate'. Both the Hall and Park are managed by the Green Spaces & Amenities unit.

1.3 A BRIEF HISTORY OF TOWNELEY PARK



'A Distant View of Towneley' George Barret the elder (1728 – 1784)

"But the great ornaments of this place are the noble woods, principally of ancient oak, finely disposed and scattered over the park and demesnes to a great extent."

So wrote Thomas Dunham Whitaker, the local historian, about Towneley in 1801. This brief history looks back to the origins of Towneley and relates the history to what is visible today.

Medieval and Tudor Period 1200 – 1600'S

Tunleia, later Towneley was first recorded around 1200 but people had already been living there for many years. A Norse influence remains today in place names such as Towneley Holmes, Broad Ing and High Royd. Towneley itself means the clearing belonging to the town. The people were pastoral farmers relying on dairy products to supplement a diet of oats. Rather than clustered in a village, the homes of these first Lancastrians were dispersed around the outside of common pastoral and arable land. They moved their cattle to large areas of upland pasture in the summer and much of the lower land was woodland, bog and marsh called the wastes. Towards the end of the mediaeval period one family had established themselves as the predominant group in the area, took Towneley as their surname and in the Tudor period had enclosed much of the old common land.

Figure 2: Illustration of how the Hall may have looked in 16th Century



Towneley as it may have appeared in 1680



Towneley today

Jacobean and Early Georgian Towneley

The estates of the Towneley family extended far beyond the locality of Towneley itself but their Catholic recusancy and then their support of the King in the Civil War left them with reduced circumstances and by 1661 Towneley Hall was their only home. The Hamilton maps of 1661 show the mediaeval structure of scattered farmsteads still remained. It shows many of the features recorded in the 1556 Rent Roll such as the lanes, orchards and gardens. Three streams, which on later maps are shown to be the Copy, Everage and Hole House Cloughs, meet together in the meadows to the east of the house before flowing into the Calder. Several tracks on the plan remain as public footpaths today. Many of the woods on this map remain but the view north east from the house to the river would have been much different from that seen now. There were stables rather than a pond in front of the house and a tree lined road crossing obliquely from east to west.

Figure 3: The earliest estate plan from 1661



There is little documentary evidence of changes between 1661 and the time of the death of Richard Towneley (1689-1735) when Lang's map was created. This map shows a large number of changes had been made since 1661 including the creation of a deer park to replace a previous one at Hapton. The family fortunes were rescued by the marriage of William Towneley to Cecilia Standish in 1736 but William's early death in 1742 together with Cecilia's move to France at the time of the Jacobite rebellion of 1745 meant there was little change at Towneley after 1735 before their son Charles inherited in 1758.

18th Century and Charles Towneley (1737 – 1805)

The most influential member of the family during the 18th century was Charles Towneley (1737-1805) who inherited in 1758. Charles Towneley made few changes before 1779 but in the next 25 years he created a number of new buildings, improved the drainage and diverted the streams and the changes he made to the grounds have left a lasting mark, particularly in Thanet Lee. He also left us with the best set of records of the changes made.

Charles showed a great interest in the gardens from an early age but from 1769 spent much time abroad and then lived mostly in London. He visited regularly in his later years and he spent at least £30 a year on plants and seeds for the garden, purchasing a wide variety of ornamental trees, fruit trees and herbaceous plants and shrubs, in addition to planting many native trees. A map of Lancashire in 1786 shows the area to the north of the river was now fenced around with the area marked Towneley Park and Lodge. Immediately to the north was the turnpike road to Halifax built in 1760 but the area to the south of the house differed little from the map of 1661. "A view of Towneley Hall" was painted by George Barrett around 1777. It shows the deer in a well-wooded park with the hall in the distance surrounded by more woods.

Charles created a number of new buildings including the brew house, completed in 1790. This is now a museum of local history. Hanbrig Castle was completed in 1798 and became the main entrance to Towneley. Today only the castellated arch remains. The changes that Charles made to gardens at Towneley left a lasting mark as he strove for a high degree of informality in the plantings.



Foldy's Cross was moved to Towneley in 1789 and located on lawn behind the Hall and later moved to top of Lime Avenue.

Commemorates John del Folds, one of the chantry priests who served at St Peter's Church, Burnley, died 1502

19th Century and Edward Lovat

Charles Towneley appointed Edward Lovat as land agent in 1803 and Lovat continued planting large numbers of trees at Towneley after Peregrine Towneley, cousin of Charles, inherited the estate in 1813. There are fewer records for the period up to Peregrine's death in 1846 apart from those left by Lovat himself. It is probable that rhododendrons were introduced extensively to Towneley during Peregrine's time. There were more detailed maps for this period and they indicate there were few changes within the park itself. By the time of Peregrine's death, Towneley was surrounded by roads and shortly after a railway line was built through the fields to the south. Peregrine's son Charles made a number of changes around Towneley Farm to support his successful herd of shorthorns but again later maps indicate there were few changes to the Park as a whole.

20th Century, a Public Park

Burnley Corporation initially purchased the Hall with 62 acres surrounding it in 1901 for a public park from Lady O'Hagan for the sum of £17,600. The land was opened as a public park in June 1902. The local newspaper was quick to point out that of the 62 acres allotted 49 were of woodlands and gardens and highlighted the various walks in the woods. Although the Corporation made a number of changes in the early years including putting a bowling green in the kitchen garden, the first guide book to Towneley, published in 1907 was able to claim "*the charm of the old place has not departed*".

The rest of the estate was in line for some major changes. The deer park itself had already been divided into three farms. In 1909 that part including the Deer Pond, Lodge Farm, was compulsory purchased by Burnley Corporation under the Small Holdings and Allotments Act of 1908. The Deer Park in the 1940s has best been described by the writer Jessica Lofthouse "*A dismal mile of hen-pens, empty hen-cabins and grey box houses ... I doubt even if summer sun and buckets full of eggs could make the deer park an asset to the Towneley pleasure grounds.*" In the 1970s all this was removed and the area is now a 9 hole golf course.

Discussions to purchase the rest of the land were active in 1912 when it was proposed to remove the archway at Handbridge as part of a plan to build a 60-foot wide street with tramlines across the meadows to Walk Mill. The plan was finally abandoned in 1924 when the government authority would not entertain the scheme due to risk of mining subsidence. Finally, in August 1927, Lord O'Hagan sold 174 acres of land south of the Calder to the Corporation. The Corporation used most of the land for a golf course and playing fields but one important part of the purchase was Thanet Lee. In consequence of the woods and plantations now owned by the Corporation they decided to engage a 'forester and woodsman'. The following year a tree nursery was started on 2 acres of land at High Royd.



Towneley war memorial (courtesy of Eddie Rawlinson)

In 1926 the war memorial was unveiled by the 17th Earl of Derby and was paid for by the Mayor of Burnley, Caleb Thornber. It was estimated that over 30,000 attended the ceremony. The design was produced by Walter Henry Gilbert, the lesser known cousin of the famous sculptor Sir Alfred Gilbert. Amongst his other works include the gates to Buckingham Palace. Gilbert said that he had endeavoured to conceive a memorial that shall breathe nothing of slaughter, but only of duty fulfilled and by fulfilment of duty, the comfort and thankfulness brought to those who remain.

In 1929, the 19th century servants' wing of Towneley Hall was taken down and, using the resulting stone, three cottages were built at the east end of High Royd. In the same year a music pavilion with terraces to seat 2,000 was completed on the south side of High Royd. In 1963, the music pavilion was demolished after vandalism and arson. The existing sports pavilion was built in the 1930s. Since the early 1970s, High Royd has been the home of a highly popular pitch and putt course.

Woodland Management, Nature Conservation and Permaculture

The woods continue to provide inspiration. In the 1970s a series of nature trails were devised and in the 1980s a Natural History Centre was set up in the old kitchen garden. In 1995 a woodland management plan was adopted for the Park and the removal of Rhododendron, that occupied almost all of the woodland floor began. The Millennium Forest of Burnley (FoB) has been active in Towneley since 1997, managing the existing woodlands and planting substantial areas of new native woodland in the vicinity of Deer Park road and the 9 - Hole golf course. Large areas of the park's grassland, that was previously mown by tractor gang mowers began to be managed as meadows from the mid-90s onwards. In 1997, Offshoots, a community based permaculture centre opened in the walled garden and has increased in diversity and popularity ever since, described further in section 6.0.

HLF Restoration of Hall & Parkland Landscape

A bid to the Heritage Lottery Fund for an extension to the Hall was approved in 1999 with construction completed in spring 2002. A new visitor wing was added to the Hall built in the footprint of the old servants' wing, to house a shop, toilets, lecture theatre, library and administrative offices, all with the purpose of helping the visitors get maximum enjoyment from their visit to Towneley.

Unfortunately by this time, the park was looking very down at heel. The piecemeal incorporation of land into the park over a period of 80 years had created a fairly tatty landscape which did not match the quality of Towneley Hall

In November 2003 a large part of the Park was included within the English Heritage register of Historic Parks and Gardens, Grade II and in 2005 HLF approved a 5-year £3.2M parkland restoration scheme and management plan. Those features restored are noted in the next section, Parkland Features.

21st Century: Austerity, Volunteers and Rethinking Parks

Burnley Council has been reducing its budget annually since the mid 1990's with the Green Spaces & Amenities budget taking a higher proportion of cuts following a model "*what are not our priorities*". From 2010 budget cuts became more severe with staffing and other resources at Towneley being further reduced and pressure to maximise income from car parking and concessions.

The Friends of Towneley has helped to offset some of the budget cuts and has played an increasing important role in management of the Park since it was formed in 2003. Volunteers raise significant sums for park improvements, organise events and undertake gardening work in the grounds around the Hall, woodland management, bulb planting and litter picking. The input from the Friends has become vital to the success of the Park.

The Council became a pilot project in the Nesta 'Rethinking Parks Programme' and this has led to changes in management practice at Towneley with introduction of further areas of meadow management, reductions in bedding schemes and active management of Towneley's younger woodlands, by volunteers, to produce wood fuel for Offshoots.

The area of Towneley Park was extended in 2011 when the site of the former Unity College was landscaped as parkland following the relocation of the school to a new site on Lower Towneley playing fields.

In 2016 the management of Towneley's three golf courses was transferred to Burnley Leisure, followed in 2018 by the long-term lease of the golf club house to the Trust.

For further reading, there is an excellent short history of Towneley Park: 'The story of Towneley Park in maps 1661-2007' by Tony Kitto
http://btckstorage.blob.core.windows.net/site6645/TyHistory_in_maps_iss2a.pdf

1.4 THE PARK'S FEATURES

Towneley Park is registered as a Grade II park of special historic interest by the Historic Buildings and Monuments Commission for England.

Towneley Hall is a Grade I Listed Building. There are two Grade II buildings associated with the Hall, a stable block that is now converted to a café and a former brew house, now used as a local history museum.

Other Grade II listed structures are:

- The Golf Club House (stewards house)
- The war memorial (restored 2008)
- Foldy's Cross (restored 2008)
- Hanbrig entrance (restored 2008) and cottage

English Heritage have been compiling records of listed structures since 2000 and their records for Towneley can be seen at: www.imagesofengland.org.uk

Lancashire Sites and Monument Records indicate that the park has eight sites registered with Lancashire County Council (Appendix 7) known as SMR's and the Ice House is a Scheduled Ancient Monument. The records indicate that the Hall and surrounding woodlands are 'Ancient and Post-Medieval Woodland' and the remaining park to be 'Modern Settlement'. However, it is understood from a 1987 woodland survey that the Hall woodlands are not ancient/semi-natural woodlands but that the banks of Copy Clough are a continuation of the ancient/semi-natural woodlands further up the Clough beyond Glen View Road.

The countryside designations are described further in the 'Towneley Park Nature Conservation strategy 2009). In summary they are:

- Deer Pond, Local Nature Reserve (LNR)
- Protected species - bats, badger, Bluebell
- Species listed in the national Biodiversity Action Plan (BAP)
- Copy Clough, a Regionally Important Geological Site (RIGS)

In addition to specific species, the habitats in the Park are protected by the Wildlife & Countryside Act 1981.

The table overleaf summarises these designations and the implications for the Park management.

Designations

Designation	Implication for Restoration & Management
Grade 11 Park of Special Historic Interest	English Heritage need to be consulted on major proposals
Grade 1 Listed Building; • Hall	Approval by English Heritage is required for: • alterations & significant repairs to the Hall • Works within the 'curtilage' of the Hall •
Grade 11 Listed Buildings; • Stable Block (café) • Brewhouse (museum) • Golf Club House • War memorial • Foldy's Cross • Hanbrig entrance & cottage	Approval by English Heritage is required for: • alterations & significant repairs to the buildings
SMR – 8 sites, references: • 8175 Coal Pit • 8176 Gravel Pit • 3691 Ice House • 11212 earthworks etc. • 22172 Monks Well • 10997 site Medieval Chapel • 10998 various • 10999 earthworks etc	Details of each Site & Monument Record is being collated and will be included in the final MMP Lodges, coach house, brewhouse, fish ponds Ridge & furrow, enclosures, ha-ha wall
Scheduled Ancient Monument: • The Ice House	Development which fails to preserve the archaeological value of this <u>or its setting</u> will not be permitted. Currently identified as 'at risk'
Local Nature Reserve (LNR) • Deer Pond	Designation protects against any works likely to adversely affect the pond e.g. • drainage causing water pollution

Designation	Implication for Restoration & Management
Designated under the National Parks and Access to the Countryside Act 1949	Works affecting associated vegetation
Deed of Dedication 6 ha of woodland are protected by a deed of dedication drawn up between Millennium Commission and BBC in 1998	The 20 ha of Hall woodlands and 6ha of new planting areas, all managed through the Forest of Burnley project is protected as woodland in perpetuity
Protected Species; - Bats (species & roosts) - Badgers (sett only) - Water vole - Bluebells (species & habitat)	It is illegal to affect the species and/or habitat, therefore survey & consideration is needed prior to; - Repairing shelters & buildings likely to be bat roosts - Works on watercourses - Undertaking woodland management
Biodiversity Action Plan Species (BAP) National & Regional guidance	LCC BAP forms the basis for conservation of species and habitat development in the Park.
Regionally Important Geological Site (RIGS) Copy Clough	Works that could affect the physical characteristics of the Clough need permission from LCC & English Nature
Wildlife & Countryside Act 1981; Nesting birds	Consultation with park ecologists is required prior to habitat management

For further information and descriptions of the above refer to Towneley Park, Burnley, An Archaeological Assessment, University of Manchester September 1998

The Parkland

The Park is dominated by extensive areas of open grassland that are used for organised sports and events. Most areas are characterised by amenity grassland, although meadow management on the northern slopes of the park and at Woodgrove increases species diversity and promotes a more 'natural and ecological' approach to management. There are several extensive areas of mature woodland immediately to the south east and west of Towneley Hall, but otherwise planting is fragmented and is limited to broken bands alongside the River Calder that flows through the park. Remnants of formal planting can be seen alongside roads and field boundaries.

One of the most striking features is the double avenue of mature trees forming 'The Main Avenue' to the front of the Hall (partially replanted in 2008). This forms the straight axis through the parkland, continuing behind the Hall as Lime Avenue extending to Foldy's Cross and from the River Calder up Deer Park Road. Ornamental shrub planting is mainly limited to the vicinity of the Hall gardens and the main Hanbrig entrance off Todmorden Road.

Towneley Hall

Towneley Hall provides the central focus for the entire park. The Hall provides the facilities of a historic country house, art gallery and museum run by Burnley Borough Council. The Hall dates from the 15th Century and has an elevated situation facing the northern slopes of the River Calder valley. The building consisting of 3 and 4 storeys is symmetrical with the entrance façade and two wings forming a northern courtyard containing a raised lawn and perimeter planting beds. The visual aspect from the courtyard is of a very fine strong vista over lawns and formal pond to the front of the house, along The Avenue to Deer Park Road and to the northern

slopes of the Calder Valley. For further information on the Hall refer to 'An Architectural History of Towneley Hall' by John and Kit Smith.

Lawns with mature specimen trees surround the hall to three sides. The northern side of the Hall contains a number of buildings including a café and restaurant (former stable block) and a Museum of Local Crafts and Industries (former Brewhouse). Further information on the events at the Hall is described in Section 7, Community Involvement.

TOWNELEY HALL REPAIRS

A programme of major repairs to Towneley Hall will take place from October 2022 and will be completed in early 2025.

The repair works will affect public access to the building and its appearance:

During the work, parts of the hall will be closed to the public to enable internal repairs to be carried out.

Each wing will be covered (in turn) by scaffolding and a temporary roof.

The courtyard at the front of the hall will be used as a compound by the building contractor.

The council apologises for any inconvenience while these essential repairs are being carried out.

Woodland & Trees

Surrounding the Hall to the south is one large area of woodland covering 20 hectares that includes Thanet Lee, the 'Wilderness' and Causeway End Wood. Within the 'Wilderness' there is a fenced area known as the 'Bird Reserve'. Lodge Plantation is old woodland on the north east edge of the Park.

Additional planting of 12 hectares of woodland was carried by the Forest of Burnley Project in 1998 on land around the 9-hole golf course. Other FOB activities included the planting of commemorative trees as part of Burnley's Urban Arboretum initiative. Tree groups, mostly dating from the 1970s and early 1980s are numerous, associated mainly with the golf courses and car parks. The woodland management works are summarised in the document Towneley Woodland Management Strategy.

Sport and Recreation



Higher Towneley Playing Fields (courtesy of Eddie Rawlinson)

Sports & recreation facilities occupy a large part of Towneley Park today. These include 14 football pitches, three golf courses, 10 cricket wickets (un-used), 3 bowling greens and 3 tennis courts (disused). See Appendix 6, plan of recreational use.

In 2017 the management of the golf courses and club house transferred to Burnley Leisure.

Other Key Features

The park contains a number of other notable features including:

- Riverside play area a popular modern play area
- Rotunda, built in 2007, housing toilets and a kiosk situated in the Riverside car park
- Barwise picnic and play area (refurbished by FoTP in 2018)
- a parterre garden – The ‘Italian Garden’, adjacent to the Hall
- Ha-ha most notable in the Hall car park and around Broad Ing playing fields
- Walled garden (now the location for the maintenance depot, and the Offshoots permaculture centre)
- Monks Well, folly in Thanet Lee woodland
- Large pond in front of the Hall, dating from before 1661
- Various octagonal timber and stone shelters.
- Thanet Lee Woods containing stone tunnels,
- Ancient field boundaries marked by dry stone walls, including some on High Royd containing rabbit smoots
- Stone bridges
- Ruins of the Massey Pavilion, a former bandstand
- Higham’s Boulder at the bottom of Boulder walk behind the Hall
- Bantry golf house entrance
- Towneley Garden centre and Springwood garden centres on adjoining land
- Unity College, new school building opened in September 2010



Barwise play area, funded by FoTP



Towneley Riverside play area



Fitness equipment at Woodgrove

1.5 ACCESS

Appendix 5. identifies the locations of the following:

- Four main vehicle entrances – Hanbrig Castle, Barwise, Deer Park Road and the Causeway End
- Park Bridge Road
- 2 designated By-ways open to all traffic (no. 113 Towneley Holmes Road & no. 116 Deer Park Road)
- 3 private roads (to the Hall from byway 113, to Towneley Farm and Castle Hill via Thanet Lee, unused access road from the eastern end of the Hall car park to Towneley Farm)
- Private drive through Causeway End Wood used by park vehicles and the emergency services.
- 6 definitive footpaths, 2 definitive bridleways and cycle route NCR68

There is a network of multi-user paths for cycling, riding and walking that has been significantly extended in recent years, with the aim of encouraging visitors to explore the wider parkland landscape. This has proved very successful and many more visitors come to walk at Towneley. Walking guides and a nature trail leaflets are available at the Rotunda and the Hall.



Disabled ramblers arrive for a ramble



Local school children out for a walk in the park

The cycle way route NCR68 Deer Park Road to Hanbrig entrance is incorporated into Sustrans National Cycle Network and Towneley is linked into the national Pennine Bridleway network and the more local the Mary Towneley Loop.

The Burnley Way is a circular walk of 65 kms that mainly follows rights of way. This route enters Park along footpath no.87 to the Pavilion car park, up the Avenue and Lime Walk and exits through Barwise car park onto Todmorden Road.

An Access & Audience Development Plan was prepared in 2005 (Reference 19) and to provide a strategic approach to access improvements. Many of the recommendations have been implemented. This is described further in the Section Three.

Access Rights

The owners of Towneley Farm (formerly the home farm of the estate) have the 'uninterrupted' right of access along the main Avenue, and from Park Road to Broad Ing, along the Drive, the Hall car park and through Thanet Lee Wood.

Other residents of Castle Hill (houses around Towneley Farm) have rights of access along the Drive, the Hall car park and through Thanet Lee Wood.

These access rights and in particular those of Towneley Farm affect how events in Towneley are organised and events can't interrupt these access rights unless there has been consultation and consent.

1.6 OWNERSHIP

The Hall and Towneley Park is in the ownership of the Burnley Borough Council. Land on the edge of the park now owned by Lancashire County Council (LCC) includes the new Unity College that opened in September 2010, the cycleway along Towneley Holmes Road and St Stephen's Primary School.

The LCC land that was the former site of Unity College was restored to parkland and a car park in 2011 and handed to Burnley Borough Council in an exchange for BBC land that now forms part of the Unity College grounds.

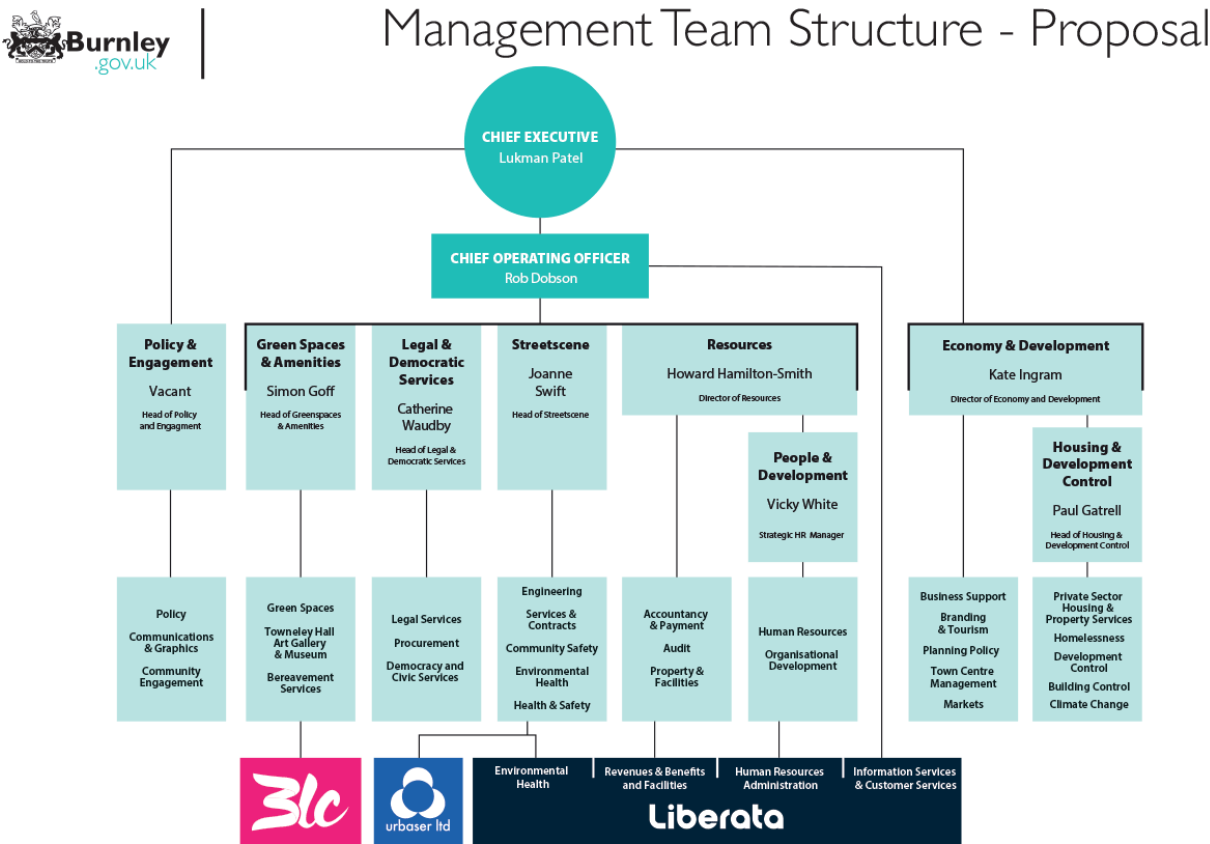
Leases, Easements and Management Agreements

There are no specific covenants on the Park title other than the requirement to hold, use and maintain the land in perpetuity for public purposes.

1.7 MANAGEMENT AND MAINTENANCE

Towneley Park is managed by Burnley Council’s Green Spaces and Amenities Unit (GS&A), which is one of 8 service units within the Council, as illustrated below.

Burnley Council Organisation Structure



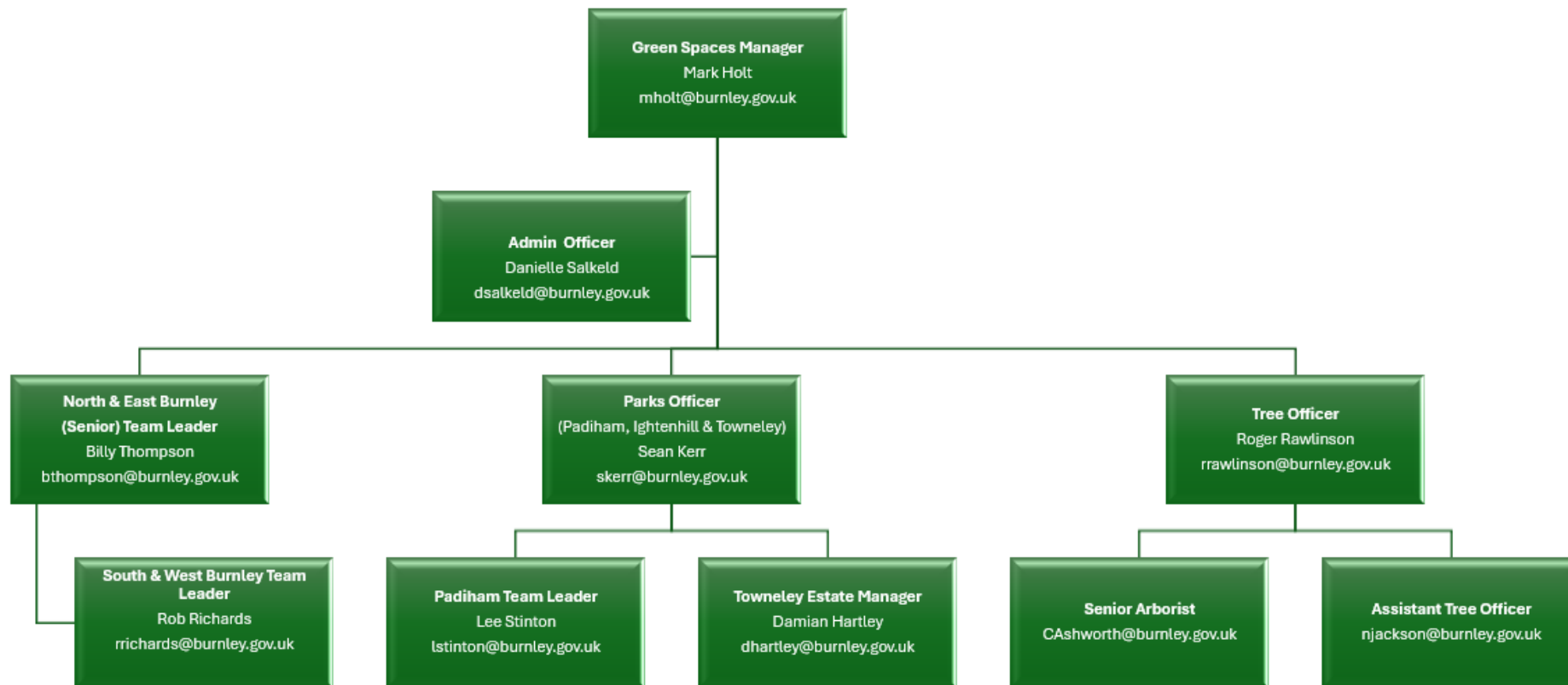
Green Spaces & Amenities are responsible for management and maintenance of 550 hectares of green spaces within the borough. Three neighbourhood green space teams directly employed by GS&A deliver the service. Each team is based in a district park and maintains both the park and surrounding green spaces. Towneley Park, which is Burnley’s main park covering 180 hectares, has its own team. The teams undertake all horticultural maintenance and are supported by a playground maintenance team, a tree team and a mobile street sweeper.

Padiham Memorial Park is managed by the Padiham area neighbourhood team and consists of a Team Leader, three full time gardeners, an apprentice plus one seasonal gardener.

A very experienced park ranger team, consisting of three permanent rangers and two seasonal staff are responsible for patrolling parks, dealing with anti-social behaviour, enforcement of littering and dog fouling, helping to organise community events & activities and delivering educational activities and guided walks. The rangers keep a record of incidents and work closely with the Police.

Administrative, technical and managerial staff based in GS&A's main office at Burnley Cemetery support the Neighbourhood teams. This resource includes a, Operations Manager, Parks Officers, Tree Officer and a Play Officer. (A diagram showing the staff structure of GS&A is shown in Figure 4. below). There are electric vehicles and Ebikes at the Cemetery Office available for officers to visit sites.

STRUCTURE OF GREENSPACES AND AMENITIES UNIT 2024





Management of Padiham Memorial Park is the responsibility of the Parks Officer who directly manages the neighbourhood teams and liaises closely with community groups (including the Friends groups), sports clubs, park rangers, etc. The Greenspaces Manager has full responsibility for all aspects of the management of the parks and hold the budget for equipment, materials, etc. There is also a separate budget for park events and nurseries. The Parks Officer attends the Friends meetings with the Area Team Leader and, having full management responsibility for staff, any matters raised by the group can be immediately actioned.

In many respects the existing structure works well and this is evidenced by the improvements that have been made and sustained over recent years:

- There are clear lines of responsibility with staff reporting to the Team Leader who has full management responsibility for the area, including Memorial Park.
- The Park has one site based Craftsman Gardener.
- There is good support from the in-house tree and playground teams
- There are very good relationships between the partners who are delivering service coordinated through the regular park friends meetings.

However there are issues with maintenance caused by a shortage of staff relative to the size of the park, how popular it is and the complexity of landscape features:

- During the summer months the park can be very busy and the gardener can spend a lot of time in the mornings picking up litter, emptying bins and cleaning toilets at the expense of horticultural tasks. Volunteer litter pickers are very helpful at busy times of year.
- Peak times of work, such as the bedding season, means that the gardener can fall behind with maintenance, formal grass areas get too long, rose beds become weedy and it is a struggle to catch up. Ways to combat this are being explored such as replacing annual bedding with herbaceous planting.

Maintenance of Buildings & Structures

The management of the Council's property portfolio was contracted out to Liberata from January 2016 and the firm is responsible for the maintenance of buildings, shelters, perimeter walls and railings and other structures such as the bridges.

Any property repairs that are required are reported by the Parks Officers directly to Liberata using a web-based computer application the necessary repairs are then carried out usually within 24 hours.

Liberata are also responsible for undertaking asbestos surveys, PAT testing, Fire Risk Assessments and Legionella testing and maintenance of alarms and other building systems. GS&A staff are responsible for legionella run offs.

Building repairs are undertaken by local contractors from an approved list and these contractors are regularly assessed for performance, reliability etc. The arrangement generally works well for minor and urgent items of repair. However, in recent years the significant reduction in property maintenance budgets has meant that only re-active maintenance work can be undertaken, more expensive repairs have taken considerable time to achieve and led to an amount of deterioration in the condition of the buildings.

A full condition survey has been undertaken for all of the buildings and structures in the park.

[New Disabled WC Block done in September 2020 – due 2025/2026](#)

Memorial Park, Station Side done in August 2016 – due 2022/23

Memorial Park, Greenhouse and Boiler House done in March 2018 – due 2023/24

Details of Staff that work in Memorial Park

Name of Post	Managed by	Main duties	% time dedicated to Park	Based in Park Yes/no
Craftsman Gardener	Team Leader	All aspects of Horticultural maintenance	80%	Yes
Gardener	Team Leader	Horticultural maintenance	80%	Yes
Team Leader	Parks Officer	Supervises gardeners Horticultural maintenance	15%	
Park Ranger	Senior Park Ranger	Patrolling park & supervising undertaking enforcement, managing ASB and involvement with events, etc.	15%	No
Parks Officer	Operations Manager	Manages Neighbourhood Team Liaises with users & Friends group Implements management Plan Organises events Green Flag application & liaison Is a real star!	10%	No
Sweeper Driver	Parks Officer	Sweeping Memorial Park using mechanical sweeper	6%	No
Other Staff				
Tree Officer + tree team	Operations Manager	Tree team undertakes	3%	
Playground Officer + play team	Operations Manager	Maintaining play equipment, ballcourts, skate ramps. Etc.	3%	No

Machinery and Equipment

The neighbourhood team in Padiham is equipped with its own inventory of vehicle, Ride-on mowers and other machinery and equipment necessary for maintenance. The equipment is directly owned by the Council and maintained through an agency agreement with a local supplier. Specialist equipment such as stump grinders, mobile platforms, etc. are hired as required. Battery operated blowers, hedge cutters and other tools are used where suitable. An in-house team carry out repairs on hand tools and large machinery where possible to save expense on outsourcing however there are good local suppliers that can turn around repairs when necessary.

Specification and Inspection Regimes

All horticultural and general maintenance tasks are held on a database (MapInfo Confirm) and detailed weekly work tickets that scheduled each individual task were previously issued. However, following the Best Value Review of parks the use of this system (which was administratively very complex and burdensome) has declined and daily/weekly duties are now identified by the team leader and craftsman gardener and recorded on weekly work sheets. A simplified system of work scheduling is currently being developed (Appendix 2.) and will be linked to achieving maintenance priorities identified through the management plan.

The service standards that GS&A aims to achieve were developed from the local quality standards identified in the Green Spaces Strategy and published. (Appendix 3).

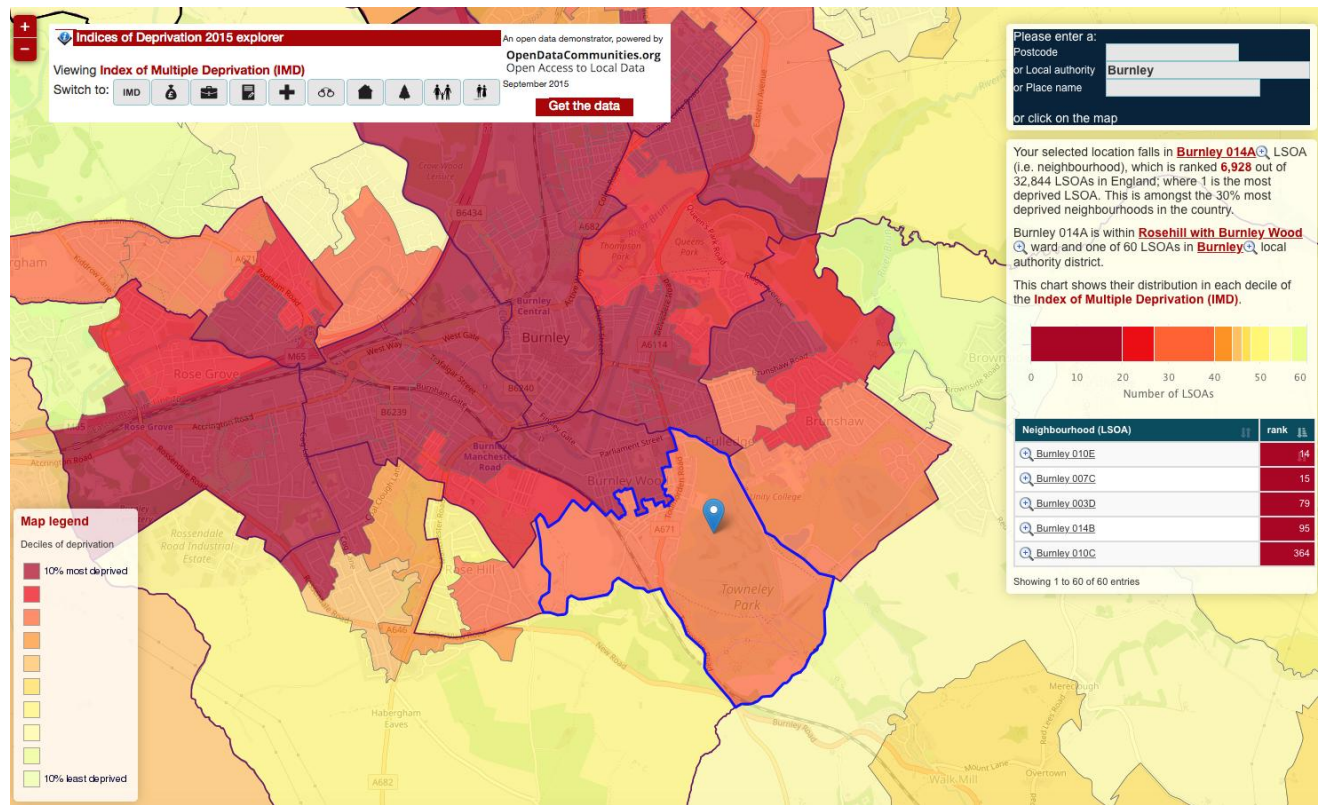
Section 2: Strategic and Planning Context

2.1 SOCIAL & ECONOMIC PROFILE OF THE SURROUNDING NEIGHBOURHOOD

Burnley is the most deprived district council area in the country, with 33% of neighborhoods ranked in the 10% most deprived.

As the plan below shows, Towneley Park is located very close to some of these deprived neighbourhoods and so it plays an important role in providing recreational opportunities for Burnley's disadvantaged communities, as well as attracting visitors from across the region.

Plan showing relative deprivation in Burnley (from: <http://dclgapps.communities.gov.uk/imd/idmap.html>)



2.2 BURNLEY COUNCIL'S STRATEGIC PLANS

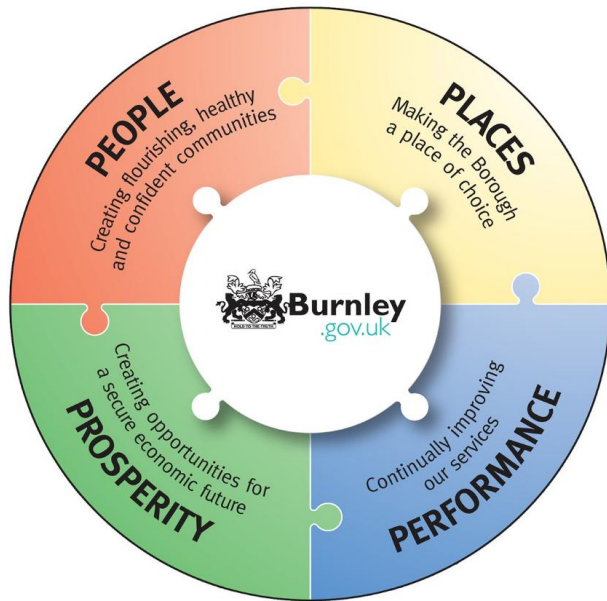
This section summarises information contained in Burnley Council's strategic plans and their relevance to Towneley. It illustrates the importance of Towneley in the Council's strategic direction and how its development and management is embedded in corporate policy.

Strategy	Implications for Towneley Park
Burnley's Council's Strategic Plan 2017 - 2020: the sustainable community strategy for Burnley	Sets the strategic direction for Burnley, identifies that implementing the Green Spaces Strategy is a key priority for the Council
Burnley's Local Plan 2018	Identifies land that will be developed for housing, industry transport etc, and provides protection for the Borough's green spaces including Towneley which is a protected open space, with exception of a small strip of land on southern boundary to Spring Wood Road.
Burnley's Green Spaces Strategy 2016 - 2025	Reviews open space provision across the Borough and sets out priorities for investment of any (limited) resources available. Towneley is identified as a Borough park
Burnley's Play Provision Strategy 2017 - 2026	Reviews the provision of play areas across the borough Identifies key priorities for investment and closures. Towneley Play area is identified as key priority for improvement.
Burnley, Pendle and Rossendale Playing Pitch Strategy 2016 - 2025	Reviews the provision and use of sports pitches across three boroughs and identifies key priorities for investment. Improvements to Towneley Pavilion and playing fields are identified.
Burnley's Green Infrastructure Strategy	Identifies and considers the importance of Burnley's green infrastructure and makes recommendations for protection and enhancement. Towneley plays an important role in the Borough's green infrastructure because of the wide range of GI types and its large size



Towneley's Park Run has become very popular with 83,000 runs completed in the last 5 years

The Councils Strategic Objectives



Within 'Places', the Sustainable Communities Strategy identifies that over the next 3 years:

"The implementation of Burnley's Green Spaces Strategy will be progressed to help us maintain high standards in the quality and accessibility of parks and gardens, sport and play areas, natural and amenity open spaces, allotments and cemeteries. Local resident's involvement in improving green spaces will have flourished and significant levels of external funding will have been secured to help deliver the objectives of the Strategy"

Burnley Borough Council's Corporate Plan

The Council's strategic objectives reflect those of the Sustainable Communities Strategy:

- **People:** creating healthy and flourishing communities
- **Places:** making the Borough a place of choice
- **Prosperity:** Creating opportunities for a secure economic future
- **Performance:** Continually improving our services

The Green Spaces Strategy 2015 - 2025

The Green Spaces Strategy and Action Plan was adopted in 2015 and identifies the priorities for the management and development of Burnley's 550 hectares of parks and green spaces, taking account of the significant reductions in revenue expenditure that are expected.

The strategy identifies 6 formal 'heritage' parks. Towneley Park is categorised as a 'town park' because its range of facilities attracts visitors from across the borough.

Type	Name	Area (Hectares)
Town parks	Towneley Park	184.0
	Thompson Park	10.0
District parks	Queens Park	9.1
	Scott Park	7.2
	Memorial Park, Padiham	5.2
	Ightenhill	3.1
Neighbourhood parks	Hapton Park	3.8
	Barden Gardens (Queensgate)	0.8
	Burnleywood Park	0.8
	Calder Park (Ightenhill)	4.4
	Byerden Holme (Daneshouse)	4.6
	Hargher Clough Park	3.2
	RACA Park, Cliviger	0.2

The Strategy identifies that the Council will work towards each of the 6 heritage parks achieving Green Flag. Currently Thompson Park does not hold a Green Flag.

The strategy identifies a number of recommendations that are relevant to Towneley Park.

Ref	Recommendation
PG1	Continue to work in partnership with park friend's groups and other organisations to develop Burnley's parks.
PG2	Develop and implement the 'Rethinking Parks' programme with the aim of protecting the quality of Burnley's parks from the impact of the government's austerity programme.
PG3	Endeavour to maintain Green Flag status for the 6 'town' and 'district' parks

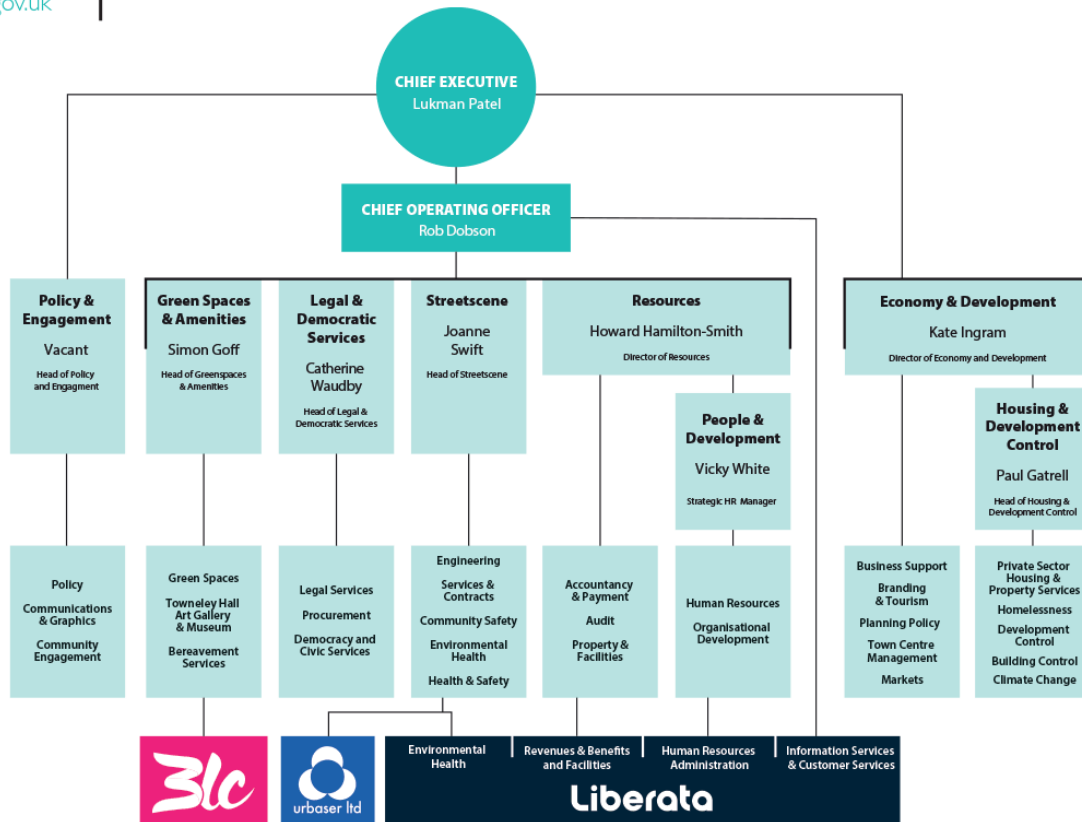
Section 3: Management and Maintenance of Towneley Park

Towneley Park is managed by Burnley Council's Green Spaces and Amenities Unit (GS&A), which is one of 8 service units within the Council, as illustrated below.

3.1 BURNLEY COUNCIL ORGANISATION STRUCTURE



Management Team Structure - Proposal



3.2 GREEN SPACES & AMENITIES ORGANISATION STRUCTURE

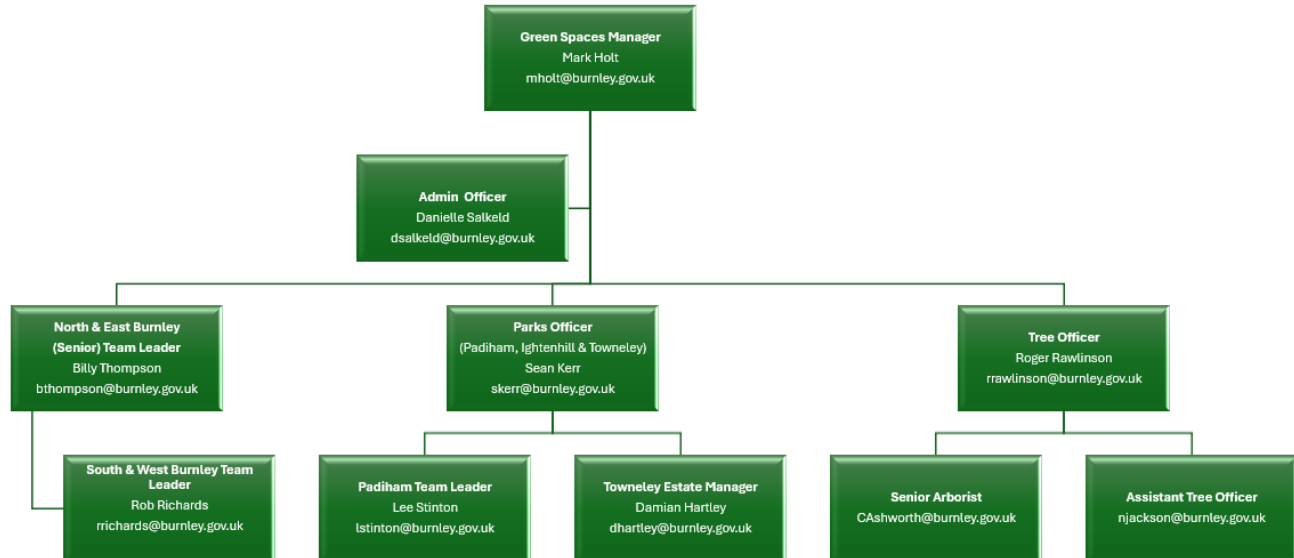
The Green Spaces & Amenities is responsible for management and maintenance of green spaces within the borough, together with Towneley Hall and the Bereavement Service.

Three neighbourhood green space teams directly employed by GS&A deliver the service. Each team is based in a district park and maintains both the park and surrounding green spaces. Towneley Park has its own team. The teams undertake all horticultural maintenance and are supported by a playground maintenance team, a tree team and a mobile street sweeper.

A small, experienced park ranger team, consisting of four permanent rangers and one seasonal ranger are responsible for patrolling parks, dealing with anti-social behaviour, enforcement of littering

and dog fouling, helping to organise community events & activities and delivering educational activities and guided walks.

A diagram showing the staff structure of GS&A is shown below.



Overall management of Towneley Park is the responsibility of a Parks Officer, who attends the Friends meetings and liaises closely with community groups (including the Friends groups), sports users, park rangers, etc. There is a small budget for equipment, materials and a separate small budget for park events.

The Parks Officer is supported by, and works closely with, the Towneley Estate Manager who manages a team of staff and is responsible for operational issues.

3.3 RESOURCING TOWNELEY PARK

Staffing resources

Staffing levels at Towneley have reduced considerably in recent years as a result of cuts that have been enforced by the Government's austerity programme.

Name of Post	Managed by	Main duties	FTE equivalent dedicated to Park	Based in Park Yes/no
Parks Officer	Greenspaces Manager	Manages Towneley Estate Manager, liaises with users & Friends group Implements management Plan Green Flag application & liaison	0.2 FTE	No
Towneley Estate Manager	Greenspaces Manager	All aspects of golf course, estate, and horticultural maintenance	1 FTE	Yes
Senior Green Keeper	Towneley Estate Manager	All aspects of golf course, estate, and horticultural maintenance to deputise Towneley Estate Manager	1 FTE	Yes
Green Keepers x 3	Towneley Estate Manager	Maintenance of golf courses	3 FTE	Yes
Craftsman Gardener	Towneley Estate Manager	Maintenance of ornamental gardens and parkland	1 FTE	Yes
Apprentice Gardener	Towneley Estate Manager	Works and trains on all aspects of Towneley's landscape.	0.8 FTE	Yes
Park Ranger	Senior Park Ranger	Patrolling park, undertaking enforcement, traffic management and enforcement, assistance with events, locking toilets and gates and providing environmental activities for visiting school parties	0.75 FTE	N/a
Sweeper Driver	Senior Team Leader	Sweeping Towneley Park using mechanical sweeper	0.1 FTE	No
Tractor Driver	Senior Team Leader	Tractor gang mower for playing fields	0.1 FTE	No
Other Staff				
Assistant Tree Officer	Tree Officer	Specialist support for Tree Officer providing safety inspections, planting, volunteer engagement and tree maintenance implementation.	<.05	No

Name of Post	Managed by	Main duties	FTE equivalent dedicated to Park	Based in Park Yes/no
Tree Officer + tree team	Greenspaces Manager	Tree team undertakes tree work in Towneley, including on golf courses and woodlands	<.05	No
Playground Operative	Greenspaces Manager	Maintaining play equipment, ballcourts, skate ramps. Etc.	<.05	No
Green Activities Coordinator	Parks Officer	To work with volunteers on a programme of activities.	0.2	No

In April 2017 the management of the three golf courses at Towneley was transferred to Burnley Leisure, to take advantage of their sports management and marketing expertise. Burnley Leisure manages the golf club house and employs the clubhouse staff and staff at the 9-hole and pitch and putt courses. However, the maintenance of the courses continues to be undertaken by the Green Spaces staff based in Towneley.

Until 2018 there were two separate teams at Towneley, the green keeping team under a Head Green Keeper and the gardening team under a Head Gardener. In 2018 the Head Gardener retired, and the two teams were combined under the Towneley Estate Manager.

The new structure is working, and this is evidenced by the improvements that have been made in maintenance, despite a reduction in the number of staff based in the park.:

- There are clear lines of responsibility with staff reporting to the Estate manager who has management responsibility for the Towneley.
- The Park has site based gardeners and greenkeepers.
- There is good support from the in-house tree and playground teams
- Park rangers provide support
- There are good relationships with concessions and other stakeholders.

However, there are issues with maintenance caused by a shortage of staff relative to the size of the park, how popular it is and the complexity of landscape features:

- During the summer months the park can be very busy and the gardeners can spend a lot of time in the mornings picking up litter, emptying bins and cleaning toilets at the expense of horticultural tasks.
- Peaks of work, such as during the June when the flower gardens are bedded out, means that the gardener falls behind with maintenance, formal grass areas get too long, shrub beds become weedy and it is a struggle to catch up.
- Long term management issues such as woodlands, drainage, path repairs risk being neglected as staff resources reduce

Maintenance of Buildings & Structures

The management of the Council's property portfolio was contracted out to Liberata from 2016 and this firm is responsible for the maintenance of buildings, shelters, perimeter walls and railings and other structures such as the bridges.

Any property repairs that are required are reported by the Parks Officers directly to Liberata using a web based computer application the necessary repairs are then carried out. Urgent repairs are usually undertaken within 24 hours, but there can be considerable delays with non-urgent repairs.

Liberata are also responsible for undertaking asbestos surveys, PAT testing, Fire Risk Assessments and Legionella testing and maintenance of alarms and other building systems. GS&A staff are responsible for legionella run offs.

Building repairs are undertaken by local contractors from an approved list and these contractors are regularly assessed for performance, reliability etc. The arrangement generally works well for minor and urgent items of repair. However, in recent years the significant reduction in property maintenance budgets has meant that only reactive maintenance work can be undertake and there is little or no planned maintenance.

Machinery and Equipment

The Towneley team is equipped with its own inventory of vehicles, ride-on mowers and other machinery and equipment necessary for maintenance of the park. The equipment is directly owned by the Council and maintained by in-house staff and external local suppliers as required.

Some machinery, such as the Amazone Profi-hopper mower and the sweeper work across a number of sites and visit Towneley Park at a predetermined frequency.

Specialist items of equipment such as aerator, toppedressers, stump grinders, mobile platforms, etc. are hired as required. For some operations on the golf courses, specialist contractors are employed

Specification and Inspection Regimes

All horticultural and general maintenance tasks were previously held on a database and detailed weekly work tickets that scheduled each individual task were issued. However, the use of this system (which was administratively very complex and burdensome) ceased and daily/weekly duties are identified by the team leader and craftsman gardener and recorded retrospectively on weekly time sheets. This ensures that the gardener is able organise his own work and respond to changing priorities.

The service standards that GS&A aims to achieve were developed from the local quality standards identified in the Green Spaces Strategy, based on consultation with park users and are published.

Community and Volunteer Involvement in Managing Towneley Park

The Friends of Towneley Park (FoTP) has played key role in the management of the Park since it was formed in 2003. It was established to encourage community involvement in the management of Towneley and to ensure that the views of park users could be heard at the time when the Council was beginning work on plans to restore the park and seek HLF funding.

The Friends group is a registered charity whose purpose is to improve the facilities and the environment of Towneley Park by working in partnership with Burnley Council and membership is open to any user of Towneley Park.

The main activities of the group are to:

- promote the benefits of Towneley Park for all visitors and users.
- contribute to events in the park.
- meet and discuss with park users issues relating to the park.
- help maintain and improve all aspects of the park.
- support the council's role in the park.
- publicise the park.
- help improve visitors' understanding and enjoyment of the park's heritage.

Members meet regularly to organise activities within the park that are available to all users. To find out more about the Friends of Towneley Park group please visit their website:

<https://friendsofburnleyparks.org.uk/fotp/>

More details of the FoTP involvement are in [Section 3.11. Community Involvement](#).

Green Activities

The Climate Action Funded #OutdoorTown project in Burnley is aimed at creating a greener, healthier, and more connected community through the enhancement of outdoor spaces, raising awareness of opportunities and environmental education.

The vision is to create a vibrant #Outdoor Town, where the outdoors connects people with their community through sports, arts, culture, learning, health, and wellbeing. We aim to foster a sense of ownership and pride in our greenspaces at the neighborhood level, helping people appreciate the value of nature and the benefits it offers for both themselves and the environment.

Our green activities coordinator Henry, using an electric vehicle, travels across the borough to work with local residents to plant woodlands, create garden spaces, restore former sites and much more. Henry helps community members take ownership of new and existing spaces, sharing expertise on the benefits of caring for greenspaces. He also raises awareness of volunteer opportunities with groups like Trees for Burnley and Friends of Parks groups who are committed to protect, enhance and promote pride in our outdoor spaces.



Henry Nazareth Kay – Green Activities Coordinator

The Green Activities Coordinator helps to establish volunteer groups like Friends of Parks, and when required, supports ones that are well established by helping with park improvements such as wildflower meadow sowing, events etc.

For more information and an events calendar visit <https://outdoortown.uk/>

3.4 THE VISION FOR TOWNELEY PARK



A long term 'Vision' was first formulated for Towneley Park in 2005. It has evolved and since guided the restoration, management and maintenance of the park.

"Towneley Park will be a dynamic public park that benefits the health and wellbeing of the community and attracts visitors from across the region. It will be an exemplar in the sustainable management of urban greenspace and through continued improvement, it will contribute to the development of Burnley as an attractive and prosperous town."

This vision is expressed in four main aims which are:

1. Develop, manage and promote a diverse range of leisure, cultural heritage, recreation and environmental opportunities within the park.
2. Integrate the management and promotion of the Park and Hall as the number one visitor attraction in East Lancashire.
3. Develop a management and maintenance regime, which is conscious of the regional significance of the park, proactive on conservation and environmental protection, responsive to the recreational and leisure needs of the community and ensures that both the natural and man-made features of Towneley are maintained in a sustainable manner.
4. Involve of park users (primarily through the Friends of Towneley Park), leasees, staff and stakeholders in park management primarily through the development and implementation of the Management and Maintenance Plan.

Towneley Masterplan

Following public consultation, which elicited an excellent response with 1,050 members of the public completing surveys at various locations in the park and online, a draft Towneley Masterplan has been produced.

The masterplan will guide how the park develops over the coming years in a way that respects the heritage and ecology of Towneley, whilst creating a modern park that meets the needs of the community and creates opportunities for income generation.

For more information and masterplan documents visit <https://towneley.org.uk/about/masterplan/>

3.5 MANAGING TO THE GREEN FLAG STANDARD

The Green Flag Award is the national standard for the good management of parks and is being increasingly used as an international standard as parks in more countries participate.

Parks are awarded Green Flags by independent judges, following scrutiny of the management plan and other documentation and an inspection of the park, accompanied by staff, park friends and other stakeholders.

This section of the Management Plan provides an assessment of the present management of the park in relation to the eight Green Flag Award criteria. The Recommendations are taken forward to the Action Plan (Appendix 9)

As a reminder, the eight Green Flag criteria are:

1. A Welcoming Place
2. Healthy Safe and Secure
3. Well Maintained and Clean
4. Sustainability
5. Conservation and Heritage
6. Community Involvement
7. Marketing
8. Management

Green Flag in Burnley

Burnley's 550 hectares of parks and green spaces are regarded as one of the town's key assets, being extensive, accessible and generally well maintained. Just under 40% of the area of green space in Burnley is covered by a Green Flag park.

The most recent General User Satisfaction Survey identified that 85% of people are satisfied/very satisfied with parks, open spaces and play areas in Burnley, up from 74% in 2008 despite a significant reduction in GS&A's budget.

All six parks currently hold a Green Flag Award. Towneley Park has held the award since 2010, following completion of the HLF funded restoration and has retained it the thanks to the enthusiasm and commitment of the Friends group and parks staff and good management and maintenance in the park.

3.6 A WELCOMING PLACE

Green Flag Objective: The overall impression for someone approaching and entering (the park) should be positive and inviting:

- good and safe access
- effective signage to and in the park
- the principle of something for everyone
-

Assessment and Recommendations

Issue	Current Position	Recommendations
Website and social media	• Towneley has a good web presence with the Council's web page ranking first on Google searches for 'Towneley Park' followed by Visit Lancashire's page • FoTP have a new website designed by Burnley Borough Council website and is the first of the 6 Green Flag parks to go on the same website. • There is currently a rating of 4.6 on Google (580 reviews) and 4.5 on Trip Advisor (605 reviews) • FoTP are regularly on Facebook	• Continue to promote on website and social media • Provide more information on parking in addition to the map that can be downloaded from website
Brown tourism signs	• Brown tourism signs recently replaced.	
Entrance signage and information	• Existing main entrance signs are in place • Large oak noticeboards are currently in storage awaiting restoration and reinstalling using specially designed metal shoes. • The park maps are now out of date • Finger posts within park are inaccurate as facilities have changed. • There are heritage information boards dotted around the ornamental gardens and woodland, provided by Friends of Towneley • Get in2 notice boards have been relocated • Signage for parking is poor on Towneley Holmes Road. • A new entrance sign was installed at Hanbrig Castle entrance.	• Ensure annual cleaning • Update plans with new paths • Amend finger posts • Annual cleaning of finger posts by volunteers • Move Causeway notice board onto paved area when replacing the supports • Replace missing finger post at the triangle
Access	• Access is good throughout the Park, and there has been significant efforts made to extend the network of multi user paths although some footpaths are in need of resurfacing. • Traffic is well managed through Clearway, Verge and Off Road Parking Places Orders. There are modest charges for parking and rangers undertake enforcement and issue FPNs • The entrance to main Riverside car park requires improvements as trees are overgrown, the electricity substation detracts from the	• Ensure that there is regular weed treatment of stone path edges • Replace missing timber bollards on Deer Park Rd and Park Rd. • Re-line the Hall car Park to ensure enforcement can continue • Undertake a programme of tree thinning to remove poplars and other less suitable trees and to open up the entrance and exit to the car park.

Issue	Current Position	Recommendations
	quality of the entrance and there is a lack of definition for the mown areas • New clearway bollards have been installed in 2023 from Holmes Rd to Riverside play area and up Park Bridge Rd. • A number of hazardous potholes have been repaired in 2023 • Minor path and road surface works undertaken in-house by estate team.	• Plant small hedges along the line of decaying clearway bollards on Deer Park road and maintain with flail. • Continue with pothole repair in new financial year. • Seek funding to install a path on the desire-line on the east side of Everdge Clough
Events	• There is an established programme of community events, in Towneley Park throughout the year These are listed in Appendix X • Funding does not permit the annual Heritage and Woodland festival however the modest sized but well attended Nature Festival was held in 2023. • Review the annual bonfire. Can we afford to keep it going if sponsors withdraw and what are the implications if it ends?	• The Council's ability to support events is becoming more limited and a simpler system for online registration of events would enable community organised events to be held more easily. • Review Towneley Bonfire & Fireworks Display.
Friendly and approachable on-site staff	• There are gardeners based in the park weekdays. Gardener and park rangers wear visible corporate uniforms. • Volunteers work in the park on Thursdays and are identifiable	• Arrange for gardening staff to attend the Welcome Host training that is provided for Hall staff and volunteers.. • Encourage more volunteering in Towneley Park through the Friends group in partnership with the VIP programme including Volunteer Rangers
Code of Conduct – a good user guide	• Most visitor behave very well and rangers available to deal with problems such as alcohol, dogs, ASB. Review the code of conduct with the Friends of Towneley and involve Unity College students.	• Develop a simple (graphical) code of conduct based on revised byelaws to positively promote good behaviour within the park and place at entrances • Explore whether volunteer rangers could help to provide a presence in the park and supervise the park at busy times.
Quality of facilities: something for everyone	• The park offers unique range facilities: • The Hall • Cafe & kiosk • Woodland • Open parkland and meadows • Play areas • Multiuser paths http://towneley.org.uk/wordpress/wp-content/uploads/2017/03/Towneley-Smallholdings-leaflet_2015-WEB_0.pdf • Toilets x 3 • Sports facilities inc. 3 golf courses • Ponds, wetland and rivers • Facilities for disabled visitors • Football pitches • Bowling greens • The Redgra tennis courts have fallen into disuse A Masterplan consultation was done in 2023 with a view to consult stakeholders and park users in the best use of the redundant tennis courts, 9-hole golf course and dilapidated changing rooms	• Review the scooter route map and re-print • Complete the improvements at Barwise picnic area • Investigate 'Changing Places' facilities at Riverside car park • Improve Riverside play area to provide more inclusive play equipment and more for toddlers and older children • Work with LTA and Burnley tennis Club to identify funding • Review Masterplan document and discuss recommendations.

Issue	Current Position	Recommendations
Cycling and riding within the park	There are defined permissive routes for horses. However, there is a fairly laissez-faire approach to use of the multi users paths by horses, cyclists, pedestrians and runners	Create a cycling map that encourages visitors to explore
Stables Cafe	The café is on a new lease which began in 2023 and the café has been refurbished to provide a new offer.	Assess success of new offer and consider restoration of 1st floor for functions and events.
Rotunda Kiosk	The small kiosk at the rotunda is operated on a licence by Burnley Leisure Trust which began April 2023	Review success of new offer
Ice cream vans	The ice cream vans are operated on a concession and a new electrical powerpoint has been installed.	Concerns with prices have been raised by visitors so further negotiation required to limit the impact of this.

3.7 HEALTHY, SAFE AND SECURE

Green Flag Objective: The green space must be healthy, safe and secure for all members of the community:

- equipment and facilities should be safe
- dog fouling must be adequately dealt with
- health and safety policies should be in place
- toilets, drinking water, first aid and other facilities should be available

Assessment and Recommendations

Issue	Current Position	Recommendation
Fear of Crime, Anti-Social behaviour and vandalism	• Personal safety was recorded as being important by 99% of respondents to the Citizens Panel Survey • There is active management of this issue by park rangers and the police with an emphasis on dealing very quickly with any problems before they get worse and there is evidence that this approach is successful. • CCTV camera upgraded at Riverside in 2023 • A wooden play unit at Barwise was burned down in the summer of 2023 but a replacement has kindly been donated by a play equipment supplier. • There has been a notable rise in the damage and disturbance caused by electric motorbikes. • There has been a rise in the number of complaints regarding dogs disturbing horses.	• Maintain a high profile of on-site uniformed and approachable staff • Investigate flexible evening and weekend working patterns • Continue managing vegetation to improve sight lines. • Continue working with Police directly and the multi-agency team • Refresh safeguarding training to all park based staff • Replace timber shelter in Barwise play area in early 2024. • Continue to work with police crime commissioner on initiative to deter unauthorised motorbikes. • Review Public Space Protection Orders to consider dogs on leads near permissive bridleways.
Safety of paths and steps	• General condition of paths and steps are good • The path up the west side of the 9-hole golf course is in poor condition due to wash out. • Paths in Thanet Lee woodland are frequently very wet and muddy during winter. • Paths on steeper sections of the park are frequently washed out due to increased rainfall.	• Implement monthly condition assessment of path network • Review scooter route and print new plan • Ensure repair and provide berms to prevent water running down the path • Undertake resurfacing of Thanet Lee paths and ensure that leaf blower is used to remove leaves in Dec • Identify funding to resurface farm track through Thanet Lee. • Plan how to prevent rapid erosion of loose surfaced paths on slopes.
Control of dogs	• Management of dogs in Towneley is currently under the Dog Control Orders. These are being replaced by Public Space Protection Orders.	• Implement current PSPOs • New signs designed and supplied need to be installed following incidents of dogs spooking horses.
Building safety	• All fire risk assessments, legionella checks, and other relevant surveys are undertaken by Liberata. • Parks Officer responsible for reporting defects to Liberata via an online portal called TechForge. These help calls are dealt with by contractors appointed by Liberata and can respond to emergency call outs as well as general maintenance. All buildings, structures, and boundary features are included in Liberata's contract but there are exceptions.	• Continue

Issue	Current Position	Recommendation
	• Greenspaces and Amenities staff are on a call-out list whereby they can respond to emergencies flagged up by visitors or other staff. GSA work closely with other departments such as engineers, property services and consult the Strategic Health and Safety advisor when required. GSA has a tree team who respond to emergencies an in-house expertise on tree safety inspection. The Head Park Ranger resides in the park and can respond to emergencies also.	
Toilet Facilities	• There are main toilets at the Riverside car park (Rotunda) and at the Hall, with additional non-DDA toilets at Offshoots/bowling green and at the Golf Club House. • Toilets are generally in excellent condition and have previously won 'Loo of the Year' awards • There are issues with cleaning during busy periods • Changing places toilet facility now installed at Riverside Car Park next to the Rotunda.	• Identify how the cleaning can be improved during busy periods • Re-enter 'Loo of the Year' as a means of ensuring that standards are maintained • Automatic door closing mechanisms are being installed and new UpToDate signage will go up to give closing times.
Free drinking water	• Drinking fountain now installed at Rotunda. Graphics wrap to be installed in early 2024	
General health and safety issues	• Inspection procedure in place for weekly and monthly park inspections • Risk assessments are prepared for all public and operational activities and events • Staff are trained in basic first aid. • Time sheets and inspection records are kept for managing safety of park and defending personal injury claims • There is a defibrillator accessible in the park at the Rotunda to the left of the kiosk.	• Monitor compliance completing timesheet recording and monthly inspection sheets • Maintain a park health and safety file and operating procedure. • Monitor compliance completing

3.8 CLEAN AND WELL MAINTAINED

Green Flag Objective: For aesthetic as well as health and safety reasons the park must be clean and well maintained:

- Litter and other waste management issues must be adequately dealt with
- Grounds buildings and other features must be well maintained
- A policy on litter and vandalism should be in place, in practice and regularly reviewed

5.1 The Maintenance Structure

Issue	Current Position	Recommendation
litter	• The importance of this issue in creating a welcoming park is well recognised and litter picking is done daily during the week and also at weekends during the summer. • Don't Be a Tosser signage is up around the park in notice boards and cabinets. • Litter picking is very time-consuming for staff in summer, taking time away from horticultural maintenance tasks • During particularly busy periods, large barrel bins are put out. • Recognised that preventing littering is better than picking it up, so rangers enforce supported by Kingdom and issue FPNs for Littering offences. • Friends of Towneley Park sponsored the provision of 20 new park bins with their logo on, including two double ones. • Community Payback collect litter on instruction from Towneley Estate Manager.	• Audit provision of litter bins; size, location and condition to minimise need to litter pick. • Develop campaign to promote use of litter bins and not to treat Towneley as festival site where picnic litter is left. • Investigate larger capacity self-compacting bins such as Big Belly at Riverside play area near ice cream van • Ensure that rangers continue to identify littering and issue fixed penalty notices to offenders and publicise the outcomes on notices in the park. • FoTP to work with River Ribble Trust, Unity College and the 2 local primary schools on litter picking events.
General horticultural, maintenance	• The park's gardening and green keeping team is very stretched, particularly during the peak May – Aug period. • The 'rethinking Parks' work aims to review maintenance practices and to work with nature in a more ecological approach and save time • Reviewing maintenance regimes could allow more time to be spent on key horticultural tasks • The FoTP volunteers make a big difference by helping to maintain and restore gardens around the Hall, plant bulbs, litter pick, etc, • Stripping and replanting flower garden was done in collaboration with Burnley College using apprentices	• Use the Rethinking Parks programme to continue to review maintenance regimes and working practices, allowing more time to be spent on horticultural excellence. • Prepare designs for converting the rotary bed into herbaceous planting • continue to develop and train staff • Continue to work with the FoTP volunteers and provide staff to work alongside volunteers when appropriate and provide day work briefs to guide vols. • More direction required to be given to FoTP for horticultural work on Small Lime Walk and formal planting schemes around the park. New plan to be drawn up for 2024.
Policies on litter, vandalism and maintenance	• The policy/standards are set out in Green Spaces published service standards • Promote these better	• Maintain under periodic review in response to customer feedback • Publicise service standards and code of conduct on notice boards
Complaints and service requests	• Wherever possible complaints and service requests are recorded and actioned within set time limits. • Complaints are received on-line or by phone, logged on the Council's CMS and a paper copy passed to the Parks Officer for action and response	• Provide refresher customer service training for staff. • Provide gardening staff with note books so that they can record any issues that members of public raise.

Issue	Current Position	Recommendation
Maintenance of buildings and features	• Reactive maintenance systems for reporting and fixing faults with buildings and other infrastructure in the park are generally good and urgent faults are usually promptly rectified. • Much of the Park's infrastructure, including walls, railings and bridges were restored as part of the HLF scheme and so is in good condition • The timber bridge at Riverside car park has had new boards installed in 2022 and is in good condition • The timber shelters on Towneley Holmes Rd have had metal shoes put on the legs to keep the wood from rotting. • New engineer has drawn up a schedule for inspection of bridges. Urgent work has been identified with permissions and funding being identified. •	• Monitor and review maintenance of buildings in park to ensure targets for reactive repair are achieved • Identify costs and secure capital funding for pavilion restoration, repair of shelters, main gates, and Italian Garden • Develop inspection procedures to ensure that following restoration, building and structures are adequately inspected and Maintained • Repair Boggart Bridge, Monks Well timber bridge and repairs to two golf course bridges. Repairs required to bridge on farm track under notice by Lancashire County Council
Maintenance of play and sports facilities	• There is a system of recorded inspections and risk assessments in place and this is audited annually. Park staff are trained to inspect facilities and playground team is able to undertake repairs promptly. • As noted, the tennis courts are disused and require investment	• Investigate how to improve drainage at waterlogged area of Riverside Play Area • Install new log hut at Barwise • Arrange thorough cleaning of play equipment with volunteers.

Volunteer support

A number of voluntary organisations assist with maintenance and management in Towneley Park

- Friends of Towneley Park: The group participates in maintenance and improvement schemes such as litter picking, bulb planting, Himalayan Balsam pulling and meadow development. The Parks Officer is responsible for coordinating this activity and produce a list of tasks.
- Little Acorns – an offshoot of FoTP set up specifically for activities for toddlers and parents.
- Offshoots Permaculture Project, which is based in the walled garden, provides training opportunities for people recovering from mental illness and other groups and demonstrates the principles of permaculture. The project has become well established is interested in developing closer links with the park, which may involve practical work such as woodland management.
- Trees for Burnley: There is a long history of voluntary conservation work in the Towneley Park woodlands which stretches back over 25 years. Volunteers have been particularly active in management of the 'bird reserve', rhododendron clearance and tree planting throughout the woodlands.
- Ribble Rivers Trust: Engage with volunteers, social projects and school groups to improve habitats and keep rivers clean.

Voluntary work is planned to ensure that health and safety requirements are met and recorded on time sheets. Volunteers receive an induction and the Council has a Volunteer Policy and manual.

3.9 SUSTAINABILITY

Green Flag Objective: Methods used in maintaining the park should be environmentally sound, sustainable and contribute to biodiversity;

6.1 Assessment and recommendations

Issue	Current Position	Recommendations
Transport	• An overspill car park has been installed below the Hall car park to accommodate events, volunteers and contractors. • Parking charges are in place and may help reduce car journeys. Income is ringfenced to be used to improve and upkeep park infrastructure. • Cycling and walking are encouraged. Cycle route NCR 68 runs through the park on an upgraded path and there are many kilometers of new paths that encourage people to walk or cycle to the park • A coach drop off point, turning circle and parking area are provided with advise to coach drivers to turn engines off • Attempts have been made to operate a shuttle bus service into the park from the main bus station in summer, but this was never viable.	• Promote cycling and walking to Towneley on the website • Produce a Towneley cycling map
Improve biodiversity in Towneley Park	• A phase 1 habitat survey has been completed and there is a habitat plan for the park • Public consultation has emphasised the enjoyment and high value visitors place on wildlife. • Meadow areas have proved popular and are now located on Holmes Rd, Golf Course, Riverside Play area. • There has been a 25-year programme of woodland management at Towneley that aims to increase age diversity and biodiversity • There are interpretive panels in a number of locations that explain and illustrate the biodiversity of the park. • The new fish passes installed by River Ribble Trust on the R. Calder are allowing salmon and trout to migrate upstream through the park. • There is a management programme for non-native invasive species that require management, including, Japanese Knot Weed and Himalayan Balsam	• Develop a more detailed action plan for the Habitat Plan for the park to identify in more detail existing habitats and action that can be taken to increase biodiversity • Contract for meadow management • Work with the Burnley Wildlife Forum to encourage the involvement of local naturalists in the management of Towneley Park, by joining the Friends group
Waste management	• Non-organic waste collected from Towneley Park is placed in skips and removed by a licensed waste management firm • Green waste is transferred to Queens Park where it is periodically shredded and retained for composting	• Investigate separation and recycling of cans, plastic bottles, etc. Particularly at play area • Ensure that kiosk sales help minimise litter • Retain & compost green waste on site as a mulch – Investigate LEF

Issue	Current Position	Recommendations
		grant for larger composting bays at Towneley in partnership with Offshoots
Annual bedding	- Many beds have been removed and some permanently planted with herbaceous perennials - Redesign of the rotary bed along the lines of the successful Italian Garden at Thompson Park	- Switch from annual bedding plants to herbaceous perennials that encourage bees, butterflies and other pollinators and reduce costs, CO2 and the time spent bedding. - Provide training for staff and volunteers in managing perennial planting
Recycling plant material	Volunteers from the Friends group are active in recycling spring bedding such as polyanthus and bulbs that are planted out in the park or elsewhere in the Park.	Continue good practice
Maintenance of grass areas	- Through the Rethinking Parks Programme grass mowing regimes have been changed with meadow regimes introduced around perimeter of park and alongside river. - Aim is to allow limited staff resources to devote more time to horticultural excellence and better cleaning	- Continue to implement meadow management and monitor species changes annually - Introduce new species by transfer of hay from other sites and/or plug planting and seeding. - Continue with use of agricultural contractor and prepare a detailed specification for this contract.
Peat use	Peat is not used as a soil conditioner and non-peat substrates are specified for bedding although it is likely that small quantities of peat are used in plant production	None
Energy/resource conservation	- The depot has poor insulation. - There are opportunities for heating buildings using woodfuel from tree management within the park - Timber removed from Towneley's woodland is used to heat the biomass boiler at Offshoots - sBattery blowers and hedge cutters now being used. An electric utility vehicle is used.	- Investigate and implement use of a woodfuel boiler to heat depot mess room or link to Offshoots existing system if there is capacity. and introduction of LED lighting, etc.. - Explore switch to battery powered mowers, strimmers, leaf blower, etc.
Use of herbicides, pesticides and fungicides	- Herbicide use is restricted to controlling weeds on tarmac surfaces using Glyphosate (under threat of withdrawal) and treatment of broad-leaved weeds on the golf course. - There is appropriate use of pesticides on the golf courses, but many of these are now being withdrawn from the market - Problems are experienced controlling moss on hard surfaces and suitable organic products need to be identified	- continue current practices making minimum use of approved chemicals. - make greater use of mechanical sweeping to manage moss problem on less well used paths

Offshoots Permaculture Project

Offshoots has been located within the walled garden since 1997 and is now Pennine Lancashire's most successful Permaculture project. They have four eco-friendly buildings using wind and solar power and are constructed from natural materials. There is an organic garden, tree nursery, Bee hives, food processing plant and a fully equipped wood working cabin working with timber generated from woodland management of Towneley woodlands.

They promote the principles of 'Earth Care', 'People Care' and 'Fair Share'. Managed by Newground CIC, the centre offers a wide range of training and education courses and is open for public visits.

3.10 CONSERVATION & HERITAGE

Green Flag Objective: Particular attention should be paid to conservation and appropriate management of natural and landscape features, buildings and other structures

Assessment and recommendations

Issue	Current Position	Recommendation
Awareness and expertise of staff	- Staff and the Friends of Towneley Park have some awareness of the heritage and conservation of the park and are involved in reviewing and implementing the management plan - We lost specialist expertise in ecology due to retirement but the Green Activities Coordinator has qualification and experience in this field. - Woodland management and historic landscape management within GS&A	Use research from the Conservation Management Plan and the Habitat Plan as the basis of providing further training for staff, including staff from other sections of the Council, including property maintenance.
Protection of built heritage from inappropriate maintenance or development	- The park is listed by Heritage England in the Register of Parks and Gardens of Special Historic Interest and is protected from development in the Council's Local Plan. - There is heritage expertise in the planning department - Towneley Hall is undergoing extensive refurbishment with a view to re-open in Spring 2025. - The Stables Café has been restored externally and internally in 2023 and is now open with a new offer. - Numerous buildings and structures in the park are listed as detailed in Appendix x - There is no formal system for the routine inspection and maintenance of many of the Park's historic structures such as the Ha Ha, Ice House, Fold's Cross, Cenotaph and Monks Well. - Bridges are now on the engineers annual inspection regime.	- Ensure consultation with Heritage England on any listed building matters - Discuss with Liberata how a formal system of inspection can be instituted - Parks Officer to be the identified 'Conservation Champion' for the park and to ensure any alterations or new facilities accord with the conservation of the Park's heritage - Identify opportunities for FoTP volunteers to assist with works to clear vegetation around the ice house and improve access and interpretation
Style of furniture, signage, Etc.	- There is a house style for all signs - Benches and bins are all the generally the same style: Broxap Derby Bin, Ollerton 'Festival' seats (all in black) and traditional wood benches around the Hall - There is a commemorative bench scheme - There are specific locations in the park where advertising banners can be displayed for a period of no more than 3 weeks.	- Restore the traditional Burnley Benches that are a feature of Towneley Park in red and green - Ensure that commemorative benches are supplied in European Oak and stained in Sadolin Jacobean Oak. - Ensure that any new signage complies with the Towneley signage policy - Reinforce the 3 week policy on display of advertising banners and specific locations

Issue	Current Position	Recommendation
Natural heritage and landscape features	The existing written specification for landscape operations is out of date and unused.	- Develop the management plan to include clear management prescription for maintenance objectives and frequencies of maintenance of different landscape areas within the park - Develop and implement a habitat action plan - Review and update the Tree & Woodland Management Plan - Prepare a specification for the management of ornamental planted elements such as shrub beds
Restoration of the ornamental gardens	- When the HLF funded restoration took place, some areas of the ornamental gardens were omitted for cost reasons. - The friends of Towneley have extensively restored the Small Lime Walk and the beds around the entrance to the Hall - The bed at the tip of the war memorial garden sponsored by the Rotary Club was a wildflower meadow in 2023. - The yew hedges around the war memorial require major renovation to reduce height and spread - The Rhododendron beds either side of the main lawn were cut back hard in 2022 and gap planted with locally sourced plants and bulbs. - Mushroom compost has been imported to build up the beds and the edging has been lifted flush and pinned in place in 2023 - The formal beds at the rear of the Hall and outside the Museum require maintenance.	- Carry out tree pruning and thinning on the Small Lime Walk - Design herbaceous perennial scheme for Rotary bed and plant - Consult with yew hedge experts on the best means to restore the war memorial hedge - Continue the spring bulb planting programme around Hanbrig entrance, filling in gaps on the Drive and new planting of snow drops and blue bells on the main avenue and on Lime Walk - Cut back perennials and self-seeded trees in the formal beds at the rear of the Hall and outside the Museum

Listed Heritage

Towneley's listed structures include:

- Towneley Hall, Grade I listed
- Grade II listed parkland
- 6 Grade II listed buildings
- 8 listings as Site and Monument Records (SMR's)
- 1 scheduled ancient monument

To date there has been no formal system for the routine maintenance of many of the Park's historic structures such as the Ha Ha, Ice House, Foldy's Cross, Cenotaph and Monks Well. It is important that future maintenance ensures that Towneley's heritage is appropriately conserved into the future, even if this increases the costs. The importance of Towneley's parkland heritage has been actively promoted to the public through the HLF restoration programme.

Nature conservation

Towneley contains a broad range of diverse and rich habitats and is increasing in value annually through careful management. It has:

- 1 Local Nature Reserve (Deer Pond)
- 1 Regionally Important Geological Site (RIGS)
- 3 Protected Species (bats, badgers, Bluebells)
- 1 RIGS site (Regionally Important Geological Site)
- 26 hectares of woodland
- 40+ hectares of meadow and wetlands and water courses

The Towneley Nature Conservation Strategy (has been written with the expertise of the Keeper of Natural History and Towneley Ranger and directs the habitat management. Close liaison is maintained with the BBC Tree Officer and Towneley maintenance teams before and during management works.

Towneley has problems with several invasive species; these are Japanese knotweed, Himalayan Balsam, Giant Hogweed, Harlequin Ladybird and the Grey Squirrel, Geese. Strategies for their control are summarised in the Nature Conservation Strategy and a Towneley Action Plan

Tree & Woodland Management

BBC has a Tree Management Policy. This identifies the Council's approach to the management of trees on land owned by BBC. The Council's Tree Officer is responsible for programming the work of the in-house tree team. Specific policies have been adopted as a result including:

- BBC implements a risk-based system of tree management relying on a programme of regular inspection prioritized by potential hazard
- Consideration is given to the nature conservation value in specifying work and timing
- Service requests and complaints will be recorded and prioritised
- Pruning, felling and planting will be in accordance to defined policies

Woodland planting and management works in Towneley have been under the guidance of the Woodland Management & Maintenance Plan. The large proportion of work is undertaken by volunteers, with input from the BBC tree team and contractors. Management takes into consideration:

- Historical & wildlife importance & significance
- Public safety
- Access & recreational requirements
- Fence & wall repairs
- Invasive species

The Appendix to the woodland strategy identifies each woodland compartment, its description, management objective and prescriptions and hence provides a strategic and comprehensive action plan for woodland works. It also contains a Woodland Management Plan that identifies the location of each compartment.

3.11 COMMUNITY INVOLVEMENT

Green Flag Objective:

Actively pursue involvement of members of the community, with representation of as many park user groups as possible.

Assessment and Recommendations

Issue	Current Position	Recommendations
Friends of Towneley Parks	- The group is well established, with a strong chair and new leaders are being brought forward to ensure sustainability. - The group is well informed and has clear views on how the park should develop and how use of the park can be increased. - There is a very good working relationship between the Friends group, Offshoots, and Green Spaces officers. - There is an agreed action plan - There are social events that celebrate the work of volunteers. - GS&A staff sometimes lack capacity to respond quickly to FoTP's fast pace of getting stuff done	- Continue to support the Friends group - Agree the minimum level of support that should be provided, (e.g. frequency of meeting and attendance at meetings, financial support for events, etc.) as discussed at the Park Friends Forum - Prepare a simple 'welcome pack' for new friends (to be used across all Friends groups) - Provide training support to Friends and volunteers - Organise an annual Towneley Park user forum/consultation event with the FoTP for representatives of all of the user groups and general public to attend – use this as an opportunity to review progress and update management plan. - Continue to produce & circulate in advance the Officers Report for FOTP meetings - Continue Christmas lunch for volunteers and organize mid-summer picnic - Green Activities Coordinator appointed Jan 2024 to assist friends groups and help coordinate activities.
Schools	- The park is used by local schools and colleges for environmental and play activities - The park is situated within easy and largely off-road walking distance of 5 local primary schools, two secondary schools and Burnley College - Regular sessions are held with Ribble Rivers Trust and schools to release trout into the Calder	- Continue programme of schools visits - Green Activities Coordinator appointed Jan 2024 to reach out to schools for engagement opportunities. - Continue to work with RRT on classroom trout.
Wider community	- A good mix of events and activities are organised attracting users from across Burnley and the wider region. - The numbers of visitors from the BAME community to Towneley is comparatively low and this community is not represented on the Friends Group and this community.	Review the Towneley Audience and Activity Development Plan and identify any actions that have not been implemented.
Volunteering	- Promote opportunities for volunteering more widely - Towneley is an ideal location for CSR volunteering activities as parking and facilities are ideal.	- Provide more opportunities for drop-in participation in volunteering, e.g. with Trees for Burnley. - Promote the regular Volunteer In Parks at the nature festival.

Issue	Current Position	Recommendations
		• Display posters for VIP and put the volunteer software link on the Lancashire Volunteering Partnership website • Promote the Volunteer Ranger role, encouraging regular park users, such as daily dog walkers to take a more active custodian role, picking litter, reporting any problems, etc. • Green Activities Coordinator to develop a programme of CSR opportunities for local businesses
Non-users	• Park events, such as theatre performance and fun days are promoted and attract new users	• Implement actions identified in Activity Plan/ Audience Development Plan that are derived from the survey of non-users

Community Involvement

Community involvement is well established through the extensive network of stakeholders in particular, the Friends of Towneley Park, the Towneley Hall Society and the Trees for Burnley project meet regularly and actively encourage public involvement in the development and management of Towneley.

In particular, the annual MMP Action Plan is formulated through discussion with the Friends of Towneley Park.

Events



The Rotary Club's Classic Vehicle Show

There are around 10 – 14 major outside events in the Park each year. These are mainly organised by outside contractors. The list for 2018 is contained as appendix x. The main annual events are:

- May Day Festival
- Burnley Wakes Fun Fair
- Classic Car Show
- Burnley Community Bonfire
- Heritage & Woodland Festival

There is a combined programme as illustrated by events leaflets available from the Hall.

Reducing staff capacity and funding in Green Spaces may mean that some events, such as the Woodland Festival will no longer be organised by the Council.

The facilities at Towneley Hall can attract around 750 visitors per week through pre-booked functions. Although not specifically classed as 'events', the numbers are substantial enough to impact on the park management, particularly the parking.

Offshoots permaculture centre hosts a series of public events and open days as well as courses. The Stables cafe and Towneley Garden Centre have activities and promotions that impact on the park management. The Hall Manager liaises regularly with these facilities.

Volunteers

Volunteers play an important and valuable role in the management of the park either through one of the three defined groups or on an ad hoc basis. The three main groups are:

- Friends of Towneley Park
- Trees for Burnley
- Towneley Hall Society

The Friends of Towneley Park

The Friends of Towneley Park are an active group. Holding weekly gardenening activities and four formal meetings each a year in their newly refurbished Friends Meeting House inside the walled garden. An agenda is produced for each meeting and minutes taken. Their remit is mainly park management issues and are particularly active in event organising, working with schools, practical tasks and fund raising. Examples of activities include:

- Annual Bulb planting over a period of 10 years
- Weekly gardening and MIG (Maintenance in Gardens) activities
- Fund raising for an Aeroskate
- Raising money for seats and bins through donations
- Raising £30K for Barwise play area
- Raising money for new footpaths
- Annual 'Santa comes to Towneley'
- Annual Easter Egg hunt
- Production of newsletters
- Wildflower meadow planting
- Support for events such as Nature Festival
- Brass in the Park
- Puppet Theatre fund raising and launch
- Development of Code of Conduct
- Involvement with Access & Audience Development Group
- Himalayan Balsam management
- Tree trail
- Purchase of mobility scooters
- Woodland and history trails
- Raising money for fitness equipment
- Raising money for restoration of flower garden fountain, deer sculptures and interpretation panels

In 2018 the Friends received the Queens Award for Voluntary Service.

Volunteer In Parks (VIP)

The Volunteer In Parks programme is part of The Council's 'Rethinking Parks' project and aims encourage volunteering in Burnley's parks and green spaces and to establish an effective system for recruiting, inducting and managing volunteers.

The aim of the Volunteer In Parks programme is to establish a volunteer group in each of the Town's Heritage parks. Each group will meet regularly to undertake tasks that are identified by the gardener or larger projects that are identified in the park management plan. These groups are established in Towneley and Ightenhill Parks.

In addition, individual volunteers work with park based gardeners and these include individuals from a variety of backgrounds, including students, retired and those of working age not currently employed.

Trees for Burnley

Trees for Burnley have held regular working parties at Towneley since 1993, carrying out woodland planting and management works. The principle objective has been to clear rhododendron, which by the early 1990's carpeted the entire woodlands, to allow replanting with native tree and shrub species. The Bird Reserve has now developed a diverse herbaceous ground flora and a desirable range of tree and shrub species and ages. This is as a result of the clearance of rhododendron, tree thinning, clearance and planting and the exclusion of visitors and dogs by fencing the area.

The Towneley Hall Society

The Towneley Hall Society has been established since 1965 and is mainly concerned with the historic aspects of Towneley Hall and fundraising. They meet at the Hall quarterly, with a programme of guest speakers organised on an annual basis. They also provide volunteers to assist in manning the museum and host public events such as exhibition openings and 'meet the artist' sessions.

School Visits

Towneley provides a programme for schools that focuses on meeting the needs of the curriculum through the use of the historic collections in the museums and the natural history in the parkland. Lead by the Senior Curator and Assistant Curator, over 3000 children visit each year. Packages in History, science, geography and art are offered with topics including Toys and games, Remembrance, Tudors, Egyptology, minibeast safari, river surveys, habitat studies, sustainability & the environment and woodland walks. Schools can book for guided daily or half sessions or visit unaccompanied as many times as they wish as part of the 'Local Links' initiative for an annual fee.

Guided Walks

The Towneley Ranger produces an annual programme of wildlife activities. These take place at weekends and are offered free of charge. Examples are:

- A Winter's Tale – winter wildlife and how they survive

- Bird & Bat box making joint with Offshoots
- Spring Flowers of Towneley Park
- Dawn Chorus
- Orchids and Wildflowers
- Ringlets, Skippers and Sneezewort – come and find our more..!!
- Woodland Extravaganza

3.12 MARKETING

Green Flag Objective:

To increased the use and enjoyment of Towneley Park, by providing information on events, activities, and ways to become involved.

Assessment and Recommendations

Issue	Current Position	Recommendations
Marketing Plan	There is no formal marketing plan for Towneley Park although much marketing and promotion activity does take place through: • Park notice boards • Newspaper/magazine adverts for events • Radio adverts • Posters in park and in local shops • BBC website • Word of mouth • Banners promoting events • Brown tourist signs • Entrance signs and fingerposts • Articles in press • Wedding fairs • social media • FoTP website and facebook page and other social media • Flickr • Burnley Leisure actively promotes the afternoon tea	• Develop a simple annual marketing plan for Towneley Park to provide a clear direction for promotion and marketing activities • Review the Access and Audience Development Plan to help inform the marketing plan particularly regarding non-users • Continue to promote good news stories, such as play area refurbishment through social media and other channels • Create a Towneley blog, Assistant Curator?

Towneley Park & Hall

The Hall and Park are managed and promoted together as 'Towneley'. The key aspects are:

- The development of events and general leaflets
- Regular displays, notices and project information boards raise the profile of Towneley
- Development of the Towneley website and use of social media
- Numerous press releases, radio interviews, adverts, the website and a range of Towneley leaflets actively market Towneley's facilities with help from the Council's press officer

There is an annual budget for promoting Towneley and the Museum Manager identifies the relevant publications that have proved useful in reaching the target audiences. The printed marketing produced for Towneley include:

- General leaflet promoting the Hall, parkland and gardens, recreation & sport
- Events and exhibitions covering the Hall, park, Offshoots
- Groups and Christmas promoting general facilities and seasonal craft fair, Tree Festival, carol concerts, formal dinner
- Education Information for Schools summarising the education packages
- Wedding & conferences package promoting Hall facilities & parkland setting
- Forest of Burnley Walk 2 Towneley Historic woodlands, leaflet
- Towneley News, produced by the Friends of Towneley Park with sponsorship funds
- Towneley Hall Society newsletters and meetings programme

- Marketing included with corporate Burnley publications

3.13 MANAGEMENT

Green Flag Objective: There should be a Management Plan that takes account of community needs in setting out the maintenance and management priorities of the Park, resolves conflicting demands and provides an opportunity to secure investment

Issue	Current Position	Recommendation
Management Plan	• There has been a management plan for Towneley Park since 1998. This document is updated annual in response to progress, feedback and comments from Green Flag judges	• Ensure that the Management and Maintenance Plan is regularly updated • Hold an annual park user forum/ consultation in addition to the regular friends meetings
Towneley Masterplan	• Cass Design Consultants (Cass) in association with The Leisure Consultancy (TLC) have been commissioned by Burnley Borough Council (the Council) to prepare a Masterplan for Towneley Park with a specific focus on the following areas: the former 9-hole golf course; the sports pavilion; and the tennis courts. Linked to these areas there is a need to consider the current golf provision, the bowling greens, Fulfilled Recreation Ground; Woodgrove and the car park. • Reflecting the significance of the Park, estimated to attract in excess of 500k visitors annually, the intention is to review the current visitor offer (facilities and activities) which embraces sport, informal recreation and heritage whilst focussing on the underperforming/derelict areas of the Park previously mentioned. •	• Publish Masterplan in Spring 2024 and allow period of consultation with those who expressed a desire to comment during the consultation.
Management structure, roles and responsibilities	• There is an effective management structure with clear lines of responsibility but equally it is recognised there are opportunities for improvement	• Allocate a separate budget for materials & events that is specific to Towneley Park • Maintain the good relationship between parks staff and partnership organisations

Issue	Current Position	Recommendation
Management and Maintenance Standards	There are published service standards, formally agreed by the Council's Executive based on the Local Standards adopted in the Green Spaces Strategy	- Improve procedure for scheduling, monitoring and reviewing maintenance operations and standards - Make sure that the aims of the Rethinking Parks programme are implemented in Towneley Park
Bowling greens	The three bowling greens are under used, particularly the Causeway Ladies green	Review the use of greens and identify options

Reviewing the MP

There is an annual MP review that involves a consultation process as described in section 1.3. The MP Management Team also review the Action Plan and recommend amendments as necessary to accommodate new issues as they arise throughout the year.

This process:

- reviews the progress of the Action Plan monthly
- provides a formal review after six months of each annual Action Plan which is discussed with the Friends of Towneley Park and issued for public reference
- Offers workshops for the general public in October/November of each year to review the previous year's Action Plan and identify key issues and action for the following year
- Formally approves the contents and progress of each Action Plan with the Towneley Management Team and Friends of Towneley for adoption for 1st January annually



APPENDICES

Click on link where available

1. [Friends Group Minutes](#)
2. [Development Action Plan](#)
3. [Proposed Park Events](#)
4. [Community Payback Work Plan](#)
5. [Burnley's Green Spaces Strategy](#)
6. [Burnley's Play Strategy](#)
7. [Tree & Woodland Management Policy](#)
8. [Burnley's Playing Pitch Strategy](#)
9. [Rethinking Parks](#)
10. [Green Space Service Standards](#)
11. [Health and Safety Policy](#)
12. [Risk assessment example](#)

13. [Inspection Policy](#)



Friends Group Minutes

FOTP Trustees meeting

Thursday 16th January 2025 in the Friends Meeting Room 10.15 am – 11.45 am

Present: Judith Glover, Maureen Frankland, Gill Robinson, Bryan Concah, Corinne Concah (Treasurer), Henry Nazareth-Kay (Burnley Council)

1. Judith volunteered to Chair the meeting
2. There were no apologies for absence
3. Matters arising

Thanet Lee paths – an update has been requested from Simon Goff following our offer to fund up to £5000 for the improvements.

Deer Park Road paths – a further update has been requested from Simon.

History Plaques – it was agreed to look at all the plaques and replace them with new logo and other up to date information, possibly creating new plaques at various sites (Boggart Bridge etc). Gill will work with Henry on this and further volunteers will be sought from members. Maureen will contact Small Sign Company for a quote.

Monks Well – Sean has contacted us with regard to the bridge at Monks Well, someone has contacted him and requested that the Bridge is replaced. Trustees feel that the decision to remove the Bridge is the right one but the final decision and funding lies with the Council.

4. Report from Treasurer

Income since last meeting £3377.38

Expenditure since last meeting £2525.27

Bank balance £16037.15 (£5424.58 ringfenced for Dragon Trail and possibly £5000 for path improvements)

5. Report from Chair

The funding application for the Dragon Trail has been submitted to the Arts Council, a decision should be made soon. Other funding streams are being considered.

The Christmas event was well supported and enjoyed by all.

Acorns continues to be well supported.

6. Parking passes – an update for this years' parking permits will be given by Simon at our next members meeting. Our temp passes have expired as at the end of December, but the annual passes expire in March.

7. Appointment of additional Trustee – a further one or two new Trustees will be recruited to protect the continued progress and development of the group.

8. Future plans:

Members will be advised that Towneley News will not continue. In its place the website will include all information about our activities. Members will be asked to provide regular updates to our website administrator David.

Trails etc: Henry will contact Burnley Leisure to see what plans they have for this year following their Elf Trail at Christmas. It may be that they will take on responsibility for these in future although FOTP will still be involved as and when needed. Members will be asked if anyone wants to create an Easter Trail if nothing else is planned by Burnley Leisure.

Henry requested £400 for Hedge planting at Deer Park Road, this was agreed.

9. MIG request for funding of £200 for plants for SLW was agreed

10. Date of next Trustees meeting – 3rd April 2025 10.15am Friends meeting room

11. Date of next members meeting – 10th April 2025 10.15am Friends meeting room

12. Any other business:

The Outdoor Town walking programme will be going ahead this year but we were not in a position to offer any walks. A full programme has already been published.

Bird feeding – June and Barbara are co-ordinating this, members will be asked if they want to get involved

APPENDIX 2: TOWNELEY PARK DEVELOPMENT PLAN 2024 - 2029

APPENDIX 2: Towneley Park Development Plan 2024 - 2029

This table summarises the recommendations made for each of the eight Green Flag Award criteria. Updated by Sean Kerr, Parks Officer 13.12.24

GS&A = Green Spaces and Amenities Department of Burnley Borough Council.

FOTP= Friends of Towneley Park

Item	Issue	Action Required	Estimated Cost	When?	Who?
1.0	A Welcoming Place				
1.1	Access Improvements	Improve drainage at Deer Park Road to prevent paths from being eroded after high rainfall. Work with donor, engineers, and find match funding to deliver this scheme.		Ongoing	GS&A Private donor
		Now that a decision has been reached to remove the wibbly wobbly bridge and direct investment to improving path surfaces around Thanet Lee.	To be estimated by engineers	Scheme proposal and costing 2025	GS&A and FOTP
		Resurface farm access track through Thanet Lee following bridge restoration works		2025	GS&A
		Continue path edging clearance to prevent vegetative encroachment with Community Payback and spray to reduce regrowth.		2025	GS&A
		Identify funding for replacing crocodile teeth one-way systems at Riverside and Woodgrove car park exits.	£6000	2025	GS&A
		Top up woodchip surface footpaths around Small Lime Walk	NIL	When surplus chip available	GS&A and FOTP

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		Resolve issue with automatic bollard electrics being blown by slugs and spiders on the circuit board.	£893.15	ASAP when price negotiated	GS&A
	Achievements 2024	Created a new path over lawn between the Stables Café and fountain pond, following increased visitor numbers, part funded by FOTP	£3,002.50		
		Repaired hazardous hole above stream at Causeway revealed by tree rootball lifting.			
		New bridge constructed and tee improvements on 18 hole golf course.	£16,858.45 (bridge improvements)	Sept/Nov 2024	Engineers, GS&A
		Potholes were repaired on 5K route, Park Bridge Road, and pavilion car park area.			
		Approximately 5 new metal commemorative benches installed, including two along Holmes Road allowing rest stops for pedestrians on the long approach to the inner park.			
		Paths edged off by community payback team			
		Repaired collapsing bridge at Boggart Bridge.	£39,833.62	Completed Dec 2024	Engineers and GS&A
		Repaired unsafe bridge on farm track.	£12,993.36	Phase 1 Completed Nov 2024	Engineers and GS&A
		Drainage installed on path at Broad Ings which has successfully alleviated the flooding issue on the Park Run route.	£3,910.25		
		Trees For Burnley volunteers have cut back vegetation encroaching on footpaths			
1.2	Entrance signage and information	Continue to clean signage, ticket machines, and report maintenance needs with the help of community payback		Ongoing	GS&A Community Payback
		Replace missing or damaged fingerposts and add a sign for Barwise Play Area, and install new ones at Boggart Bridge, The Avenue and Thanet Lee Wood	£2500	Winter 2024/25	GS&A
		Install metal shoes to Hall, Causeway End, Barwise and Thanet Lee notice boards. Set into hard standing to remove the obstacle for mowing. Now in storage at the Towneley depot. Two locations	£1000	January 2025	FOTP, GS&A

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		now have shoes installed and just require lifting equipment for installation.			
		Review permissive bridleway routes and signage requirements.	£1000	Jan – Feb 2025	GS&A
	Achievements 2024	Installed clearway signs at passing places	£200	November 2024	
		Installed new opening and closing information signs at Rotunda and Changing places toilets.	£80	April 2024	
		Installed signs to request dogs are kept under control following incidents with horses being spooked.	£200		
1.3	Friendly and approachable on-site staff	Provide staff and volunteers, if required, with customer service training to ensure consistently high standards of service and equip staff to deal with difficult situations.		On the Towneley “Welcome Host” training	GS&A
1.4	Code of Conduct – a good user guide	Replace 2009 code of conduct signage with the Public Space Protection Order Signage around the hall/gardens following full review of PSPOs in 2023. New code of conduct signage to be installed in various locations in response to dog attacks on horses in 2024		2024	GS&A
1.5	Quality of facilities: something for everyone	Agree future use of old tennis courts at Causeway following draft of Towneley Masterplan		2024	GS&A
		Progress Football Foundation funding for football pitch improvements and development of a Sports Hub for various sports and the community.		Ongoing	GS&A, Parks Development Manager.
		Install two more picnic benches at the Rotunda café following success of the other four installed in Spring			
		Installed new benches and picnic tables around Rotunda and in play area. Funded by FOTP	£8,000	Purchased 2023, install early 2024	GS&A
	Achievements 2024	Replaced defibrillator sign at rotunda café	£30	Done Jan 2024	
1.6	Green and pleasant character of park	Continue high standards of cleaning and maintain enforcement & education activities by rangers.		Ongoing	FOTP, GS&A and Rangers

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		Continue with wildflower meadow and grassland management and explore opportunities to improve this.		Meadows included in Golf Course in 2021/22	GS&A
	Achievements 2024	New wildflower strip alongside footpath on Park Bridge Road was successful	£250		
1.7	Cycling within the park	Provide permanent bike pump for free air	£1500	When funding permits	GS&A
		Explore funding opportunities to install a bike maintenance facility for visitors to use for free.		Make enquiries in 2025	GS&A
	Achievements 2024	Adaptive and inclusive rides activity being provided weekly on Fridays by Burnley Leisure in the Community, operating from the Changing Pavilion.		July 2024 onwards	BLC
2.0	Healthy Safe and Secure				
2.1	General security issues	Refresh staff on safeguarding training and new employees as identified by the Safeguarding officer		2024	GS&A
		Ensure good sightlines in Riverside car park by pruning trees		Winter 24/25	GS&A / Streetscene
	Achievements 2024	A timed automatic door opening and closing system has been successfully introduced and trialed at the Rotunda Toilets and Changing Places. It is intended to roll this out to other public facilities in the borough, saving staff time by locking and unlocking.	£800		
2.2	Safety of paths and steps	Implement monthly condition inspections of footpath network and repair defects identified.		Ongoing	GS&A, Estate Manager
		Draw up a scheme of repairing paths around the Hall following the restoration.		2025/26	GS&A, Engineers
		Stone steps to craft museum to be repaired.		2025	GS&A
		Inspect whole estate for potholes requiring repairs. See 1.1		Starting inspection summer	GS&A

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
				2025 and repair in Autumn.	
	Achievements 2024	Pothole repairs done on Park Bridge Road, Holmes Road and Park Run route.			
2.3	Control of Dogs	Implement new Public Space Protection Orders and install signage for dogs on leads. PSPOs to be reviewed in 2023		2023	Rangers and Kingdom Security
2.4	Toilet Facilities	Inspect suitability of toilet furniture and replace where necessary.		2023	GS&A
		Replace button flushes with contactless sensors		When funding permits	GS&A
	Achievements 2024	Installed automatic timed closing mechanism.			
2.5	Provide free drinking water	Install external drinking fountain outside rotunda. Funded by FOTP. Graphics vinyl wrap done in 2024		Installed 2023	GS&A
2.6	General health and safety issues	Monitor compliance completing timesheet recording and monthly inspection sheets.	-	Ongoing	Parks Officer
		Maintain a park health and safety file and operating procedure. Ensure volunteers are familiar with necessary health and safety and risk assessment procedures.	-	Ongoing	Estate Manager
		Offer first aid training to volunteers if required.	£250	When funding permits	Parks officer and FOTP
	Achievements 2024	Staff trained to provide training on equipment in-house			
2.7	Traffic and Parking	Minimise vehicle movement around the Hall during the restoration 2022-2025 to ensure a pleasant place to visit. Work with the contractor to manage access and timing of visits.	£1000	2022-2025	GS&A
		Identify funding for replacing crocodile teeth one-way systems at Riverside and Woodgrove car park exits. (See 1.1)	£1000	2025	GS&A

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		Improve drainage to entrance of Woodgrove Car Park	£2000	2025/26	GS&A
		Re-line Hall car park	£2000	2025	GS&A
		Replace rotten oak posts around the rotunda and Hall drive.	£1000	2025	GS&A
	Achievements 2024	18-hole golf clubhouse car park line marked	£909	2024	GS&A and engineers.
2.8	Training of Staff and Volunteers	Offer training to volunteers when funding permits or filling spaces is economically viable. See 2.6		When opportunities arise	GS&A
		Explore provision of AQA units for volunteers in partnership with Offshoots		Progress 2025	GS&A
	Achievements 2024	Staff trained in Carbon Literacy, first aid, ride on mowers in 2024		Ongoing	
2.9	Health and Well Being	Continue to encourage events involving outdoor exercise in partnership with Burnley Leisure Trust and other organisations.		Ongoing	GS&A
3.0	Well Maintained and Clean				
3.1	Litter	Ensure Probation Services work plan to include litter picking as an ongoing activity.		Ongoing	GS&A
		Ensure external event managers are held accountable for clearing up litter following large events unless other arrangements have been put in place. Where possible ensure future events organisers are committed to reducing plastic use.		Ongoing	GS&A
		Identify opportunities for positive press releases encouraging “Take Litter Home”		Ongoing	Parks Officer
		Audit and plan to replace corroded litter bins with new ones sponsored by FOTP.		2025	Parks Officer and Estate Manager
		FOTP creating a fun, self-led ‘dragon trail’ which has the litter responsibility theme incorporated. Plans to introduce large metal dragons subject to successful funding bid.		2025	FOTP

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
	Achievements 2024	Mini dragon trail installed, with dragons secured at height in trees. Expressions of interest from funders received.		2025	GS&A FOTP
3.2	General horticultural maintenance	Use the Rethinking Parks programme to review maintenance regimes and working practices, allowing more time to be spent on horticultural excellence.	-	Ongoing	GS&A, Parks Officer and Estate Manager
		Maintain shrub borders around Hall car park. GSA to draw up a specification and guidance document for FOTP to follow		2025	GS&A FOTP
		Direct volunteers in good horticultural practices and provide work day briefs.		Aim to do quarterly	GS&A, FOTP
		Continue to restore Small Lime Walk		Ongoing	GS&A and FOTP
		Prune epicormic growth on Lime Trees on Lime Avenue and on Small Lime Walk. Growth on Trees along Holmes Road and Hall Road have been removed by FOTP		2025	GS&A
		Continue to monitor large Ash Trees around the estate for Charlara infection, particularly the ones near the War Memorial.		Ongoing	GS&A, Tree Officer
		Investigate whether to reduce the weight on large lateral branches on Cedar of Lebanon and install new bracing system.		2025	GS&A, Tree Officer
		Install Everedge around formal lawn and beds in front of the Hall following restoration.		2025	GS&A and volunteers
		Remove conifer trees around the Craft Museum to allow for roof restoration works and better ongoing maintenance.		2025	GS&A and FOTP
	Achievements 2024	Converted formal annual bedding to perennial in Italian Rotary Bed with a beautiful display			
		Increased density and variety of spring flowering bulbs	£3000		
3.3	Policies on litter, vandalism and maintenance	Maintain under periodic review in response to customer feedback		Ongoing	GS&A, Parks Officer, Head of Dept
		Fly-tipped waste to be reported to Streetscene for investigation and issuing fixed penalty notices where possible.		Ongoing	GS&A and Streetscenes
3.4	Complaints and service requests	Provide refresher customer service training for staff. Continue to monitor complaints. See 2.6 and 2.8 above.		As scheduled by personnel department	GS&A

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
3.5	Maintenance of buildings and features	Monitor and review maintenance of buildings in park to ensure targets for reactive repair are achieved. React to FOTP feedback in box in foyer and from FOTP meetings		ongoing	Parks Officer, Estate Manager
		Complete major restoration of Towneley Hall part funded by the Arts Council.		April 2025	GS&A
		Clean the war Memorial and Foldy's Cross with DOFF steam cleaning machine every three years.	£800	Done August 2023. Repeat in 2026	GS&A
		Clean all flagged and stone pavements around reflective pond and around the Hall with DOFF steam cleaner. Keep on top with non-chemical moss killer.	£200	Done August 2023. Repeat in 2026	GS&A
		Replace old gulleys around the back of the hall with new to alleviate water ponding issues.	£6000	Done Dec 2022. To be continued in 2025 when scaffolding removed.	GS&A
		Identify future use of 9 hole golf club bunker based on feedback from consultants following masterplan recommendations.		2025	GS&A
		Replace broken clay drain pipe under surface of path in front of Hall following restoration.		2025	GS&A
		Identify future of changing pavilion and funds to restore or replace following production of Masterplan		2025	GS&A
3.6	Maintenance of play and sports facilities	Remove overhanging trees and large limbs at Barwise Play Area		Before May 2025	GS&A
		Investigate how to improve drainage at waterlogged area of Riverside play area near the Typhoon swing.		Jan 2024 site visit with engineer	GS&A

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		Remove gate at NW side of Riverside play area due to danger of children running out and falling into the river and install picnic benches on the path surface. Discuss funding with FOTP		Before Easter holidays 2025	GS&A and FOTP
3.7	Seats and bins	Identify and quantify next bins to be replaced. Identify funds.		2025	GS&A
		Continue to install sponsored commemorative benches, particularly along Holmes Road and bowling greens.		Ongoing	GS&A, FOTP
3.8	Carvings and sculptures	Assess the condition of carvings on the Smallholdings Trail and decide if replacements/repairs should be funded or let them naturally perish.		2024	GS&A and FOTP
		FOTP creating a fun, self-led 'dragon trail' which has the litter responsibility theme incorporated. Plans to introduce large metal dragons subject to successful funding bid. GSA to install		2025	FOTP
		Clean and Maintain Pennine Prospects carvings		Ongoing	FOTP
3.9	Barwise area	Continue to remove Himalayan Balsam with help from Community Payback		2025	GS&A, Community Payback
	Achievements 2024	Mini dragon trail installed, with dragons secured at height in trees. Expressions of interest from funders received.			
		Installed 5 new commemorative benches including 3 along the long approach from Hanbrigg Castle entrance.			
		Line marking on speed hump on Holmes Road done by LCC			
		Cleaned play equipment and Sona dance arch thoroughly with DOFF steam cleaner.			
		Continued to use LoveCleanStreets app introduced in Oct 2022.			
		One small motorbike seized by police			
4.0	Sustainability				Feb 2024
4.1	Improve biodiversity in Towneley Park	Develop interpretive material that explains biodiversity of park, including a pack for school use and incorporate Ribble Rivers Trust resources.		2025	GS&A, Ranger
		Where appropriate, switch from annual bedding plants to herbaceous perennials that encourage bees, butterflies, and other pollinators. See 3.2 above.		2019 - 2024	GS&A and FOTP

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		Continue to control Himalayan balsam with volunteers wherever possible and Japanese Knotweed by GS&A staff as per control plan.		Ongoing	GS&A and FOTP
		Offshoots to work with Stables Café to provide vegetables as part of a weekly special dish.		Progress in 2025 once they have completed new outdoor classroom	GS&A, Offshoots, Park Life Cafe
		Set up a working group with Burnley Football Development Partnership to reduce single use plastic waste provide recycling facilities. The masterplan includes provision of more waste bins across the park, to include recycling options if separate collections are feasible		2025	GS&A and FOTP
		Install 'leaky dams' on watercourses to slow flow and flooding of Calder, provide habitat and prevent erosion.	£2,500.00	2025	Engineers, GS&A
		Develop wetland habitat opportunities at identified locations within the Park to help promote biodiversity and support flood risk management.	£15,000.00	2025	Engineers, GS&A
		Explore the possibility of purchasing a shredder to recycle waste on site and reduce transportation of waste. Discuss with FOTP at next meeting.		2025	GS&A
		Friends of Towneley Park to continue to raise funds by selling used bedding plants		Following beds being stripped	FOTP
		Continue to implement meadow management and monitor species changes annually. Green Activities Coordinator to organise a volunteer event to do this.		Ecological survey conducted 2022. Do again in 2025	GS&A
4.3	Maintenance of grass areas	Introduce new species by transfer of hay from other sites and/or plug planting and seeding and planting of naturalising spring bulbs.		ongoing	GS&A

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		Spot spray areas of Docks, Nettles or Himalayan Balsam.			
		Develop a new action plan to control Himalayan Balsam		Feb 2023	Parks Officer, Head of GSA, Estate Manager
4.4	Energy/resource conservation	Continue where possible to supply Offshoots Permaculture Project with firewood and woodchip.	N/A	Ongoing	GS&A, Offshoots
		Continue to switch to battery powered tools and machinery.	-	Ongoing	GS&A, Estate Manager and Operations Manager
		Wood chip arising from tree work operations to be used as surfacing around certain pieces of play equipment and mulch for Small Lime Walk plants and pathways.	N/A	ongoing	GS&A, Playground Officer
4.5	Use of herbicides, pesticides and fungicides	Minimise the need for herbicides by keeping paths free from leaf and organic matter.	-	Ongoing	GS&A
		Training for volunteers to help with knotweed control		Explore cost of training in 2025	GS&A
	Achievements 2024	Converted formal annual bedding to perennial in Italian Rotary Bed with a beautiful display			
		New wildflower strip alongside footpath on Park Bridge Road was successful	£250		
		Planted 500 bulbs with school children through Acorns Group and Cliviger Primary School on Small Lime Walk and The Avenue.			
		Established working relationship with Green Activities Coordinator with FOTP and Little Acorns. Dead hedge installed with help and direction from GAC.			
		400 tree whips composed of 14 native species planted on Deer Park road to establish a hedge to replace wooden bollards.	£800		
		Tree planting sessions done with Trees For Burnley at Wilson's Wood and Small holdings. Funded by Urban Tree Challenge Fund			

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		Trees For Burnley have thinned Wilson's wood			
5.0	Conservation and Heritage				
5.1	Awareness and expertise of staff	Upon completion of the Hall restoration, Historic Property Restoration contractors to do interpretive tours.		Upon completion in 2025	Head of Greenspaces and Amenities
		Estate manager to ensure apprentices receive good all-round experience		Ongoing	Estate Manager
5.2	Protection of built heritage from inappropriate maintenance or development	Complete major restoration works to the Hall		2022 - 2025	GS&A, Property Services,
		Replace old bins with the new 'Broxap Bin'.		Following bin audit in Winter 2024/25	GS&A
		Remove vegetation and trees causing damage to Ha-ha wall.		Jan - May	GS&A
		Remove vegetation growing on walls around Offshoots to protect the listed structure.		March 2024	GS&A and Offshoots
		Maintenance of Hall outdoor lighting – cleaning, clearing plant growth, servicing and repair following the Hall restoration.		Following removal of scaffolding and construction site in 2025	GS&A
		Remove vegetation obscuring the museum at the rear of the Hall. On- site meeting held in December 2024.		Jan – May 2025	GS&A
		Carry out further work to manage and protect watercourses throughout the Park, including the protection and repair of existing natural stone boundary walls along Copy Clough and the River Calder.	£50,000.00	2025	Engineers and GS&A
	Achievements 2024	Repaired collapsing bridge at Boggart Bridge.	£39,833.62	Completed Dec 2024	Engineers and GS&A

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		Repaired unsafe bridge on farm track.	£12,993.36	Phase 1 Completed Nov 2024	Engineers and GS&A
5.3	Style of furniture, signage, Etc.	Benches requiring restoration to be done by skilled volunteer where possible. Cost of materials only GS&A and FOTP	£350 per bench Review cost in 2025	When required	GS&A
		Benches at bowling greens require restoration. To be refurbished with recycled plastic lumber and sponsored.	£350 per bench Review cost in 2025	2025	GS&A
5.4	Natural heritage and landscape features	Review habitat action plan	-	2025	GS&A
		Review Tree Management Policy. Initial on site review done in 2024.	-	2025	GS&A
		Encourage local tree planting projects in line with policies		Ongoing	GS&A
		Prepare a specification for the management of ornamental planted elements such as shrub beds	-	2024	GS&A
	Achievements 2024	Scaffold tours of the Hall led by Historic Property Restoration have been held to show progress up close			
6.0	Community Involvement				
6.1	Friends of Towneley Park	Continue to promote regular volunteer workdays.		Ongoing Ongoing	GS&A GS&A, Ranger
		Continue the programme educational visits for schools			
		Continue to support the Friends group and partner groups such as the Ribble Rivers Trust, Trees for Burnley and Wednesday Woodland Group.		Ongoing	Parks Officer

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
6.2	Schools	Display posters for Volunteering in Parks in schools and colleges and put the volunteer software link on the Lancashire Volunteering Partnership website.		Ongoing	Parks Officer
		Engage with schools to do litter picking events particularly along the routes worst affected to attempt to change behavior.		2025	Parks Officer
	Achievements 2024	Acorns have taken ownership of disused areas of the bowling green and sown wildflower patches			
6.3	Wider Community	Provide more opportunities for drop-in participation in volunteering, arts projects, etc. Continue to maintain links with Evolve, Community Payback		Ongoing	Parks Officer, FOTP
		Publicise opportunities for volunteering and events on facebook		Ongoing	GS&A & FOTP
		Develop Football Foundation funded Sports Hub. To be progressed following assessment and report.		2025	GS&A
6.4	Volunteering	Identify and promote to local businesses opportunities for Community Social responsibility (CSR) volunteering in Towneley. Green Activities Coordinator to begin to engage when in post in 2024		2025	GS&A
		Discuss application to Britain in Bloom award with FOTP		2025	
6.5	Events	The Council's ability to support events is becoming more limited and a simpler system for online registration of events would enable community organised events to be held more easily whilst maintaining standards and safety		Ongoing	GS&A
		Continue to work closely with Burnley Leisure Trust on Nature Festival and improve annually. Following two successful years, this is to be handed over to the Green Activities Coordinator as the organizer.		2025	GS&A and FOTP
		Site-specific events plan working document. Aim to get this information to FOTP for February so that it can be published in Towneley News in March (subject to financial viability).		Feb 2025	GS&A and FOTP
		Continue plan of events to improve visitor experience through the major restoration works. Completion tours and celebration event		2025	GS&A and Towneley Hall Officers

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
		FOTP to work with Towneley Hall to provide trails throughout the year e.g Easter, Summer, Halloween etc and run events (such as Santa comes to Towneley) to increase visitor numbers	A small charge for these events makes them viable	2025	GS&A and Towneley Hall Officers
	Achievements 2024	Towneley Park has continued to host Park Run every Saturday morning with 400-600 participants, Junior Park Run every Sunday morning, and Couch to 5K every Saturday morning.			
		Other events have included Pendle Forest Orienteering, Outdoor Activity Day (schools), Easter Funfair, Rounders League, HAF - LCC Event (holiday activities and food programme), Primary Schools cross-country, Burnley & Pendle Scouts, St George's Day Parade, May Day Festival, Summer Football Camp, Fulledge Football Tournament, Mountain Bike Challenge, Branching Out – Outdoor Activities with schools, Baby Mudder, Children's 1 st Birthday Party, Uniformed Services Day (Armed Forces Day), National Bug Week activities, Classic Car Show, Showman's Guild Wakes Summer Funfair, Annual Burnley & Pendle Grand Prix 10k, HAF Family events, RSPCA Annual 'Mutt Strutt', Burnley Nature Festival, Cyclocross, Community Bonfire (sellout 3 rd year on the run).			
		FOTP have logged 1425 volunteer hours in 2024 which is an increase of 190 hours on 2023			
7.0	Marketing	Continue to provide information to FOTP for publication of Towneley News if published, and Social Media.		Ongoing	GS&A
		Publicise the appointment of the Green Activities Coordinator to initiate interest from local community and businesses.		Jan 2025 meeting	GS&A, FOTP
7.1	Marketing Plan	Create a Towneley Blog – embed link to facebook on Towneley Park website.		To discuss at Jan 2025 meeting	GS&A
		Continue to inform the communications department on infrastructure and facility developments for press releases.		Ongoing	Parks Officer
		Develop simple marketing plan for Towneley		To discuss at Jan 2025 meeting	GS&A

Towneley Management Plan 2024 – 2029

Item	Issue	Action Required	Estimated Cost	When?	Who?
7.2	Communication	Ensure that contact details are kept and updated for FOTP, Offshoots, Towneley Hall, Towneley Hall Society and all associated organisations.		Ongoing	GS&A
8.0	Management			-	
		Ensure that the Management and Maintenance Plan is regularly updated.		ongoing	Parks Officer
8.1	Management Plan	Parks office and Estate Manager to work in partnership in managing the estate. Set a monthly meeting to review action plan progress in 2025		Ongoing	Parks Officer, Estate Manager
8.2	Management structure, roles and responsibilities	Maintain the good relationship between parks staff and partnership organisations		ongoing	All GS&A
		Improve procedure for scheduling, monitoring and reviewing maintenance operations and standards	-	ongoing	Parks Officer, Head of Dept
8.3	Management and Maintenance Standards	Make sure that the aims of the Rethinking Parks programme are implemented in Towneley Park. See 3.2 above	-	ongoing	Parks Officer, Head of Dept

APPENDIX 3. PROPOSED PARK EVENTS

**Key****Black/Bold – Approved**

Black/Regular – TBC or Annual

Park Events 2025

Event Name	Venue	Event Date/s	Event Time/s	Number of attendees
Park Run	Towneley Park	EVERY SATURDAY MORNING	9:00am – 10.30am	400 - 500
Junior Park Run	Towneley Park	EVERY SUNDAY MORNING	9.00am – 10.30am	200
Couch to 5k	Towneley Park	EVERY SATURDAY MORNING	9.30am – 10.00am	10-20
Historical Re-enactment Training Sessions	Queens Park	EVERY SUNDAY		10-20
Brassic Film Base	All of Woodgrove Car Park (Towneley)	Sat 4 th January – Tues January 7 th	Pull in 8am 4 th Jan Leave site 7 th Jan – 7pm.	n/a
Brassic Film Base	All of Woodgrove Car Park (Towneley)	27 th & 28 th Jan	TBC	TBC
Mid Lincs Cross Country	Towneley Playing Fields	8 th February	TBC	TBC

Towneley Management Plan 2024 – 2029

Event Name	Venue	Event Date/s	Event Time/s	Number of attendees
Billy Hill Easter Funfair	Towneley Woodgrove	Operational days are: 12 – 21 April	TBC	TBC
Burnley & Pendle Scouts, St George's Day Parade	Towneley Park	21 st April	9.45am - 11.30am	
Big Burney Walk	Passes through various Parks	28 th April	9.00am - 5.00pm	
Ken Street Funfair – May Bank Holiday	Towneley Triangle	4 th & 5 th May	TBC	TBC
May Day Festival	Towneley Park	5 th May	9am start	
Fulledge Football Tournament (Boys)	Towneley Park / Prairie	31 st May & 1 st June	TBC	TBC
This Girl Can Festival	Thompson Park	5 th June	10am – 1.30pm	
Fulledge Football Tournament (Girls)	Towneley Park / Prairie	8 th & 9 th June	TBC	TBC
Padiham on Parade	Padiham & maybe Mem Park	28 th & 29 th June		
Armed Forces Day	Towneley Park	21 st June		
Classic Car Show	Towneley Park	29 th June	8:00am – 8:00pm	1000+

Towneley Management Plan 2024 – 2029

Event Name	Venue	Event Date/s	Event Time/s	Number of attendees
Pinder's Annual Circus	Towneley Park	1 st – 7 th July		
Showman's Guild Wakes Summer Funfair	Towneley Park - Woodgrove	9 th – 16 th July	12:00pm – 7:00pm	
Annual Burnley & Pendle Grand Prix – Towneley 10k Road Race and Junior Races on Event Field	Towneley Park	13 th July		
RSPCA Annual 'Mutt Strutt'	Towneley Park	18 th August	11am – 3pm	
Burnley Nature Festival	Towneley Park	5 th October	12pm - 4pm	
Pendleside Pumpkin Trail	Towneley Park	19 th October	9am - 4pm	
Towneley Park Cyclocross	Towneley Park – Events Field/Wilson's Wood	20 th October	9:00am – 4:00pm	TBC
Towneley Community Bonfire	Towneley Park	5 th November	6.00pm – 9.30pm	6,500

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2024

APPENDIX 4

Location of Site	Description of Work	Time of year	Approx length of project	Tools required	Distance to facilities	Project Officer	Materials to be provided BBC	Priority	Supervisor contact	Scheduled start date
	Allotment Schemes									
Garden Street/Quarry Street	Scraping back stone washed down from allotment track and filling in ruts on track surface with it.	Ongoing	10 days	Shovels and rakes	Memorial Park Tesco Padiham Centre public toilets	Sean Kerr	On site	A	Sean Kerr	
Lumb Quarry Allotments	Clearing and tidying old allotments	Any	5 days	Fencing Materials Spades, hammers nails, saws, etc.	Memorial Park 5mins	Sean Kerr	Funding for materials available	A	Sean Kerr	TBC
Heasandford Allotments	Clearing and tidying Old allotments	Any	10 days	Wheelbarrows Strimmers spades	Portaloo with washing facilities can be provided	Mark Holt	Funding for skips and materials available	A	Mark Holt	
Reedley Hallows Allotments	Clearing and tidying old allotments and Clearing footways	Any	20 days	Wheelbarrows Strimmers Spades Hedge cutters	Can be made available on site	Mark Holt	Funding for skips and materials available	B	Mark Holt	
	Parks Schemes									
Thompson Park	Weeding paths in sunken Italian Gardens	All		Hoes, rakes	On site	Mark Holt		A		
Brun Valley Greenway	Cutting back vegetation from side of paths from	Winter	1 month	Hedge cutters, blowers, rakes, spades, shovels	Thompson Park	Mark Holt		A	Mark Holt	

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2024

Location of Site	Description of Work	Time of year	Approx length of project	Tools required	Distance to facilities	Project Officer	Materials to be provided BBC	Priority	Supervisor contact	Scheduled start date
	Central Train Station to Bank Hall									
Padiham Memorial Park	Blowing paths, edging paths, scraping moss from air disaster memorial.	Any			On site	Sean Kerr		A	Sean Kerr	
Queens Park	Prepare and repaint park railings	Any	90 days	Paint Brushers Wire brushers Paint scrapers Brush and shovels	On site	Mark Holt	Funding for materials available	A*	Mark Holt	Apr-Oct 2025
All parks	Remove moss from underneath benches	Any	Ongoing	Scrapers, brushes	All parks have toilet facilities.	Sean Kerr		B		
Padiham Greenway	Removing old knee-rail and chicken wire fencing & cutting back/trimming vegetation, cutting back small trees overhanging the path	Any	5-10 days	Saws, spades, picks, wheelbarrows	500m	Sean Kerr		B	Sean Kerr	
Ightenhill Park	Phase 2 - Painting park railings, edging lawns/paths, leaf clearance	June /July	20 days	Paint, brushes, etc, rakes, half-moons etc.	On site	1.Barrie Bamford 2. Sean Kerr	Paint, primer, Kurust, brushes, scrapers, paint kettles, tubs – all supplied by Sean	A	Sean Kerr	Apr-Oct 2025

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2024

Location of Site	Description of Work	Time of year	Approx length of project	Tools required	Distance to facilities	Project Officer	Materials to be provided BBC	Priority	Supervisor contact	Scheduled start date
Ightenhill Park	Cleaning steep paths with brushes and water to keep them from becoming slippery	All year	1 day per session	Brushes, water, bleach	On site	1.Barrie Bamford 2. Sean Kerr		A	Sean Kerr	Ongoing
Ightenhill Park – path between Ighten Road and Southcliffe Ave	Removing self seeded trees and strimming long grass on ginnel between houses and park railings.	Summer/Autumn	1 day	Bow saws, strimmers	On site	Sean Kerr		A	Sean Kerr	
Ightenhill Park	Raking woodchip level in toddler and junior playgrounds. Raking and weeding sand pit.	Oct - Feb	Weekly	Rakes	On site	Sean Kerr		A	Sean Kerr	Oct 2025
Ightenhill Park	Spreading sand onto play area	Nov-Dec	Annually	Rakes	On site	Sean Kerr		A	Sean Kerr	Nov 2025
Whittlefield Recreation Ground (Park on Tabor St)	Clearing paths from encroaching vegetation, litter picking	Anytime	15 days	Spades, shovels, brushes, litter pickers	Ightenhill Park less than a mile	Sean Kerr		A	Sean Kerr	TBC

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2024

Location of Site	Description of Work	Time of year	Approx length of project	Tools required	Distance to facilities	Project Officer	Materials to be provided BBC	Priority	Supervisor contact	Scheduled start date
Thompson Park	Path edging, leaf clearing, topping up woodchip on playgrounds, topping up sand play area, cleaning under benches, restoring benches, installing bins	Anytime	All year	Spades, half-moons, string, gulley scoops	Toilets in the park	Mark Holt		<u>B</u>	Mark Holt	<u>TBC</u>
Bank Hall (Start at the car park on Queen Victoria Road)	Litter picking	Anytime	Ongoing	Litter pickers, bags	Close to Thompson Park – accessible via Brun Valley Greenway	Mark Holt		<u>A</u>	Mark Holt	TBC
Bank Hall	Revealing path edges	Any	Ongoing	Spades, shovels, blowers	Thompson Park	Mark Holt		<u>A</u>	Mark Holt	TBC
Calder Park	Path edging, litter picking, weeding and general improvements	winter	5 days	Spades, Hoes, half moons	Ightenhill Park	Sean Kerr		<u>B</u>	Sean Kerr	TBC

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2024

Location of Site	Description of Work	Time of year	Approx length of project	Tools required	Distance to facilities	Project Officer	Materials to be provided BBC	Priority	Supervisor contact	Scheduled start date
Memorial Park	Path edging, leaf clearing, topping up woodchip on playgrounds, topping up sand play area, cleaning under benches, restoring benches, installing bins	Anytime	All year			Sean Kerr		<u>B</u>	Sean Kerr	Ongoing
Memorial Park	Refurbish noticeboards at Blackburn Road entrance and greenway entrance at bottom of the park.	Spring/Summer – fine weather	4 days	Wire brushes, paint brushes, cloths, new polycarbonate sheets.	Within 5 minutes walk to Memorial Park toilets	Sean Kerr	Wire brushes, paint brushes, cloths, new polycarbonate sheets, paint.	<u>A</u>	Sean Kerr	TBC
Memorial Park	Clean signs and repaint metalwork on play equipment	Spring/Summer – fine weather	4 days	Soap, water, brushes, cloths.	Within 5 minutes walk to Memorial Park toilets	Sean Kerr, Carly Glover	Wire brushes, paint, paint brushes, cloths, white spirit.	<u>A</u>	Sean Kerr	Ongoing

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2024

Location of Site	Description of Work	Time of year	Approx length of project	Tools required	Distance to facilities	Project Officer	Materials to be provided BBC	Priority	Supervisor contact	Scheduled start date
Memorial Park – Park Road pump track	Place soil where the mounds have eroded under the tarmac surface	Spring	1 day	Wheelbarrows, spades, shovels.	Opposite side of the street in the Leisure Centre	Sean Kerr	Top soil, wheelbarrows, hand tools if required	<u>A</u>	<u>Carly Glover</u>	April 2025
Rowley Lake	Strimming to remove large areas of Himalayan Balsam	May/June	5 days	Strimmers	Thornton Arms Pub Burnley Youth Theatre Queen's Park Toilets	Mark Holt		<u>A</u>	Mark Holt	<u>TBC</u>
Towneley Park	Litter clearance after large event		1 day	Litter pickers and bags	On site	Damian Hartley	Damian Hartley to make contact	C	Damian Hartley	Ongoing
	Making up eroded tarmac path edges in woodland	any	10 days	Stone, wheelbarrows, shovels, rakes	Various on site	Damian Hartley	Stone, barrows	<u>A</u>	Damian Hartley	Ongoing
	Cutting back grass encroaching stone paths	Anytime	10 days	Stone, wheelbarrows, shovels, rakes	Various on site	Damian Hartley		<u>B</u>	Damian Hartley	Ongoing
	Himalayan Balsam Control	During growing season April to September	20 days	Strimmers, bags	Various on site	Damian Hartley		<u>A</u>	Damian Hartley	Spring 2025
	Rhododendron removal	Outside of birds nesting season	10 days	Bow saws, loppers, mattocks		Damian Hartley		<u>C</u>	Damian Hartley	Outside of birds nesting season

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2024

Location of Site	Description of Work	Time of year	Approx length of project	Tools required	Distance to facilities	Project Officer	Materials to be provided BBC	Priority	Supervisor contact	Scheduled start date
	Topping up woodchip and sand on play areas	Once per year	1 day	Wheel barrows, shovels, rakes		Sean Kerr	Carly Glover to make contact	B		TBC
	Cleaning signs and furniture	All year round		Wheelbarrow, cloths, brushes, PPE.		Sean Kerr		A		TBC
	Litter picking entrances to the park	All year round, especially Mondays		Litter pickers, bags		Damian Hartley		A		TBC
Barwise Car Park	Strimming around commemorative trees	Summer						B		TBC
Woodlands	Cutting back branches and shrubs from footpaths	All year round		Bow saws, silky saws		Damian Hartley		B		TBC
	Forest of Burnley Schemes									
Cemetery Wood & 12 other sites	Strim/ prune woodland paths	June/ July Sept/ OCT	3 weeks	Strimmers, jungle knives, saws	800m.	Roger Rawlinson	Roger to provide schedule of sites	C		TBC
Towneley woodland	Rhododendron removal & burning onsite	NOV- March.	3weeks	Saws and loppers.	200m	Roger rawlinson	Ongoing winter work.	C		TBC
	Play Area Schemes									
Various playground sites	Topping up sand and woodchip following full refurbishments of playgrounds	Oct - March	1 – 5 days per site	Wheelbarrows, shovels, rakes	TBA	Carly Glover		C		

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2024

Location of Site	Description of Work	Time of year	Approx length of project	Tools required	Distance to facilities	Project Officer	Materials to be provided BBC	Priority	Supervisor contact	Scheduled start date
	Other Schemes									
Path between Lingmoor Dr and Helvellyn Dr	Cutting back paths to reveal full width following parks team clearing vegetation	Summer/Autumn	4 weeks	Spades, loppers, shovels	Less than 1 mile to Ightenhill Park	Sean Kerr				
St Leonard's Church, Padiham	Cutting grass on lawn to rear, removing shrubs, general tidy	April to Nov		Mower, loppers, bow saws	Padiham Town Centre toilet block	Sean Kerr				

Appendix 4 Green Spaces & Amenities Unit: **Community Payback Work Plan 2024**

Contacts

Name	Position	Mobile	landline
Mark Holt	Greenspaces Manager (NE Burnley, Thompson Park, Queen's Park, Scott Park)	07855820941	01282 425011 ext 3173
Tracey Dowson	Senior Park Ranger	07967179799	01282 831053
Sean Kerr	Parks Officer (Padiham, Ightenhill & Towneley)	07896119329	01282 475957
Neil Jackson	Assistant Tree Officer	07816230435	01282 425011 ext
Carly Glover	Playground and Events Officer	07580832156	01282 425011 ext 3171
Simon Goff	Head of Green Spaces and Amenities	07971 033197	01282 425011 ext 7223