

Ightenhill Park Management Plan 2024-2029 Jan 2026 update



Friends of Ightenhill Park selling produce at Christmas Fair on 6th of December 2025



Green Spaces and Amenities Unit

Ightenhill Park Management Plan

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Introduction

This Management Plan has first produced and adopted in preparation for an application to the Green Flag Park Award. It will be updated annually to reflect progress implementing the action plan, to incorporate ideas and suggestions from the Friends of Ightenhill Park and to take account of feedback that is received from the Green Flag judges after each annual inspection.

The management plan for Ightenhill Park has a number of aims:

- Guide the future management and development of the park
- Ensure that resources spent on maintenance of the park are used efficiently
- To promote interest and community involvement
- Ensure the park meets the recreational needs of users
- To preserve the built and natural heritage of the park
- To assist the Council to secure external funds for the improvement of the park
- To help ensure that the Park meets and maintains Green Flag award standards

The plan has been prepared with reference to; CABE Space's "Guide to producing Park and Green Space Management Plans", "Raising the Standard – The Green Flag Guidance Manual" and the HLF's "10-year Management and Maintenance Plan Guidance.

This plan was written by the Parks Officers (Andy Buck, Nick Williams and Carly Glover and amended in 2019 by Sean Kerr) responsible for the day-to-day management of Ightenhill Park in consultation with the Friends of Ightenhill Park, parks staff and other officers of the Council.

Description of Ightenhill Park

Ightenhill Park was opened on 25th June 1912. It is a small urban park split into three sections by 2 roads both of which bear the park's name (Ightenhill Park Lane and Ighten Road).

The first of these sections or top part of The Park as it's known consists of-

- Formal lawns
- Rose bed
- Shrub and herbaceous planting
- Meandering paths
- 3-tiered planters
- A Children's Playground for younger children
- A more adventurous Junior Playground for older children/teenagers to enjoy
- Outdoor fitness equipment, for use by all park users
- "The Delph" which is the site of the former Bandstand.
- Some small formal flower beds at entrances

Throughout the 1990's this portion of The Park began to get a little neglected, as it contained no real facilities other than The Play Area. Which at the time was attracting anti-social behaviour? As a result in early 2004 a group of local residents many living in houses overlooking the park, set up a pressure group that became - The Friends Of Ightenhill Park (F.O.I.P). Since its inception The Group has funded a number of improvements such as new litterbins, 3 tiered planters, herbaceous beds, benches, three notice boards and a phone box library. This part of The Park was originally enclosed by railings and locked at night. But as with several similar places the railings were removed during the Second World War as part of the war effort.

The middle portion of The Park is still enclosed by the original wrought iron railings and is still locked when required contains -

- The Former lodge House now in private ownership,
- Two bowling greens
- The small Ightenhill Park Depot that originally contained a green house and potting shed. It now houses a small staff mess room, a machine store and bays for loose materials, a container store for Friends' equipment and a large polytunnel constructed by the Friends.
- Two bowls pavilions both house public toilets. The old pavilion an original feature of The Park and The New pavilion built in 2006 to replace one the was destroyed by fire in 2005.



Friends of Ightenhill Park collecting donated bikes for Active Cycles dedicated to making cycling accessible, affordable, and sustainable 8/10/25

The lower portion of The Park also still enclosed by railings and locked at when required contains –

- 2 recently constructed tarmac tennis courts
- A new multi-use ball court
- A large wildflower area, which is “buzzing” with butterflies and bees whilst in flower.

The new tennis courts and ball court were built in the autumn of 2009 on the site of the old semi derelict clay courts. The £71,000 funding for this project came from various sources including; The Friends Group, The local ward councillors and The Local PCT as part of the Healthy Life Styles Project. This new facility is used by the local community for free, The Evening tennis League and The Exercise on Prescription Scheme linked to Healthy Life Styles.



Volunteers making frames for beehives 21/05/25

The Park as a whole is well used by the local community. The main users are dog walkers, joggers, parents/guardians and small children on the play area, bowlers during the summer months, tennis players, local schools and church groups.

Ightenhill Park hosts several events. These include – Bowls drives, bowls coaching for young people during the summer holidays, environmental awareness events organised by The Park Ranger Service, children's fun day, an annual concert (usually a brass band concert although in recent years the park has hosted a small country and western group a jazz band) and The Ightenhill Festival.

The Park did become a little neglected through the late 1980's and into the 1990's, particularly the tennis courts. In more recent years the profile of Ightenhill Park has risen and with it the standard of The Park. A strong Friends group, various user groups and The Council in partnership with other public bodies Such as The PCT, The Lancashire Youth Offending Team, The Probation Service, and The Police are all helping to raise the parks profile and standard.

The Friends Group have continued to help with general park maintenance, providing funding for plants, having a volunteer in the park day every Wednesday linking in with our Re-Thinking Parks Project (see appendix).

The friends Group have funded and installed some street lighting in The Park following on from the installation of power supply a few years ago. The Friends Group are dedicated when it comes to raising funds for new facilities and in 2018 they funded a

phone box library, the installation of urban bee hives and a large polytunnel. They plan to install further lighting, continue to grow their volunteer numbers, have set up a sub group for bee keeping (Beekip), host a National Bee Day event and use the polytunnel to grow vegetables and have food growing/cooking educational activities.

The History Of Ightenhill Park

As mentioned elsewhere The Mayor and mayoress opened Ightenhill Park on 25th June 1912. Initially The Park consisted only of the top part of The Park (South of Ightenhill Park Lane) and was built on land given to Burnley Corporation in 1908 by Lord Shuttleworth of Gawthorpe. The land had previously been used for grazing. The Park at the time contained a bandstand a small shelter, toilets and pavilion, Rose and shrub beds, ornamental lawns and other formal planting. It was completely surrounded by impressive wrought iron railings and is described as having huge iron gates. The railings were later removed as part of the war effort.

Later in 1912 The Corporation bought additional land to the north of Ightenhill Park Lane and laid out the bowling green area. The greens were opened in 1913.

The bottom portion of The Park (tennis courts) was originally a private tennis club founded in 1887. But by 1926 when major works were carried out (the removal of grass courts and laying of clay courts) records show the site was owned by Burnley Corporation, although No records can be found of any purchase. This site originally had a small pavilion and toilets as well as basic grandstand seating. These have now long gone although the site of the seating is still there.

The Park was designed and laid out G H Pickles, Burnley's Borough engineer and Robert Murray the Parks Superintendent.

Unfortunately early photographs of The Park are few and far between and not good quality, none are available at the moment to be included in this plan. However The Chairman of F.O.I.P is currently carrying out research into The Parks history, which should produce some old photos.

In the beginning as previously mentioned there were several buildings in The Park of which only one of the bowling pavilions and the gardener's mess room survive. The most well used and most spectacular of the old buildings was The Bandstand which was used weekly during the summer months in the early years of The Park. Sadly no further information on The Bandstand is available. However it was recorded in the local Burnley Express at time of the opening ceremony that the impressive new bandstand was not yet available for use so The Catholic Band marched around the Park stopping to perform at appropriate sites. The weather also got a mention (needless to say it was raining!). It is a mystery how and when the Bandstand met it's end.

The Park depot was originally a small nursery and contained 2 greenhouses where bedding plants etc were grown for use in The Park. This of course was common practice at the time. The glasshouses were eventually knocked down in the early 1980's after becoming derelict. Shortly after the steel container was placed on site to be used as a store for tools and machinery. The depot now serves for grounds maintenance teams that are working in the area but due to recent cutbacks there is no member of staff permanently based in the park. A team of 3 permanent staff cover this area and one member is left in the park for a day per week.

In more recent years a second storage container has been put on site. This was funded by FOIP and is used exclusively by them as a store for equipment.

The Vision for Ightenhill Park

The Friends of Ightenhill Park (FOIP) and the Council are working towards the achieving this vision for Ightenhill Park:-

"Ightenhill Park will be a dynamic and sustainable public park that meets the needs of the Park and outlying communities. The park, through its improvements, will help contribute to the development of Burnley as an attractive and prosperous market town."

It is generally felt that the original vision has largely been achieved despite local government cuts. Over the years as The Council has been forced to make cuts so The Friends Group has responded by taking on more responsibility. Their aim is to continue to build on their success and to fund and provide more and better facilities with in the park and help with management and maintenance.

The Friends are working to create a community allotment within the park on the site of the current depot. To develop this site as a community allotment will require some tree felling and pruning. The Tree officer has surveyed the site and identified several dead and low value trees that can be removed. One this work has been done FOIP will lead volunteers in developing the site into an allotment for community use.



Policies Relevant to Ightenhill Park

Corporate Strategies

Strategic Plan 2025 - 2030

The Strategic Plan describes how the council will make the vision for the borough a reality.

You can read or download the full strategy in full at the bottom of this page. In summary, there are four strands to the strategy:

People

We might not be responsible for social care, education, or health services, but we will play our part to improve our residents' life chances through access to skills, education, and interventions that make a difference to the wider determinants of health.

Place

We will use every lever to get good housing in great neighbourhoods close to public spaces that we are proud of.

Prosperity

We will create the right conditions for investment and businesses growth.

Performance

We will put the foundations in place for the council to achieve its wider ambitions for the borough: we will act according to our values; we will invest in our staff and in our systems; we will deliver core services to a good standard and have well-managed finances.

You can read or download the full strategy on the Burnley Borough Council website <https://burnley.gov.uk/council-democracy/councillors-decision-making/our-vision-and-strategic-plan/>

Public Space Protection Orders

Ightenhill Park is covered by the 1977 byelaws covering Parks and Pleasure Grounds. These byelaws are enforced by the park ranger service. These are to be reviewed using the model "byelaws for Pleasure Grounds, Public Walks and Open Spaces" that were issued by the Department for Communities and Local Government in 2006.

The byelaws are enforced by the ranger service with occasional assistance from the police.

For more information see [PSPO Dog Control](#) on Burnley Council website.

Dog Fouling

Ightenhill Park is designated as an area where dog fouling is not permitted, under measures introduced through the Dogs (Fouling of Land) Act 1996. Dog fouling is enforced by the park ranger service, which is able to issue Fixed Penalty Notices directly to offenders.

Since the Act was enabled in 2001, park rangers have carried out over 400 enforcements in Burnley's parks. However, whilst there has been a significant improvement, education and enforcement is continuing.

Anti-Social Behaviour Policy

The four person park ranger team takes the lead in dealing with anti-social-behavior in parks. They aim to deal with situations in a friendly but very firm manner.

Park rangers are linked to the Multi Agency Problem Solving team (MAPS). This co-ordination team is made up of the police, anti-social-behavior officers, and fire service and park rangers. The delivery mechanism for this group is Multi-Agency Task and Co-ordination group (MATAC) who deploy officers and resources at a concentrated level to address issues in a proactive way

They have strong links with the local Community Beat Managers and Police Community Support Officers, meeting these on a regular basis as well as attending the Police & Community (PACT) Together meetings where local residents identify the issues they have.

A variety of sanctions are used to deal with ASB, including: Youth Referrals, Acceptable Behavior Contracts and Anti-Social Behavior Orders. Illegal off-road motorbikes using open space are identified to police leading to confiscation and disposal.

Alcohol Policy

Ightenhill Park is covered by a Designated Public Places Order (covering all major parks), which gives Police powers to act against anti-social drinking. Joint park ranger and police patrols are undertaken within the park to control the problem of groups of underage youths drinking and the situation is presently well managed and under control. The consumption by people over 18 of small amounts of alcohol during some park events is permitted.

Burnley's Local Plan

On 31 July 2018, the Council adopted Burnley's Local Plan. The Plan covers the whole of Burnley Borough and the period 2012-2032. It sets out the overall strategy for development, allocates many of the sites that are needed to accommodate new development and sets out policies on how planning applications on allocated and 'windfall' sites will be judged. It fully replaces the 2006 Burnley Local Plan.

The Local Plan is the starting point for determining planning applications. Legislation states that applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. You can download the Adopted Plan and accompanying Policies Maps as PDFs or view it as an interactive web-based map.

More information can be found on the Burnley Borough Council website
<https://burnley.gov.uk/planning/planning-policies/burnleys-local-plan/>

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.

The strategy identifies 6 formal 'heritage' parks. Ightenhill Park is categorised as a District park.

Type	Name	Area (Hectares)
Town parks	Towneley Park	47.7
	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
	RACA Park, Cliviger	0.2
	Total	96.9

The Strategy identifies that the Council will work towards each of the 6 heritage parks achieving Green Flag..

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

Ref	Recommendation
PG1	Continue to work in partnership with park friends 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

The Green Spaces Strategy established the following local standard for provision of greenspace the category 'parks and gardens':

Open Space Type	Quantity Provision Standard
Parks and Public Gardens	1.0 hectares per 1,000 population (0.5 Ha at district level plus 0.5 Ha borough-wide)
	Quality Standard

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Parks and Public Gardens	1.0 hectares per 1,000 population (0.5 Ha at district level plus 0.5 Ha borough-wide)
	Quality Standard
	We will endeavour to maintain parks and gardens to the Green Flag standard: A welcoming, clean and litter free site with a range of recreational opportunities for all ages, and well maintained facilities (such as benches, bins, toilets, play equipment) with active community involvement and managed in a sustainable manner and conserving the heritage of the park.
	Accessibility Standard
	Expected mode of transport: walking up to 1.5km

The Full Green Spaces Strategy and Action Plan can be viewed online at **[Burnley.gov.uk](https://www.burnley.gov.uk)**.

Annual Service Plan

Actions from the Green Spaces Strategy are included in the GS&A Annual Service Plan that can be viewed on line at [burnley.gov.uk](https://www.burnley.gov.uk). Improvement projects which are identified in the management plan through discussion with the Friends group are included in the GS&A annual service plan.

Tree Management Policy

This policy identifies the Council's approach to the management of trees growing on land owned by the Council. The present Tree Management policy is available in the Appendix, however it is currently being updated and new version will be available soon.

Burnley Play Strategy

The full strategy is available to view at Green Spaces, however the section relevant to Ightenhill Park is included in the Appendix.

Land Ownership

The Park has been owned and maintained by Burnley Borough Council since opening.

Byelaws

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Park Rangers are linked to the Multi Agency Problem Solving team (MAPS). This co-ordination team is made up of the police, anti-social-behavior officers, fire service and park rangers. The delivery mechanism for this group is Multi Agency Task and Co-ordination group (MATAC) who deploy officers and resources at a concentrated level to address issues in a proactive way

They have strong links with the local Community Beat Managers and Police Community Support Officers, meeting these on a regular basis as well as attending the Police & Community (PACT) Together meetings where local residents identify the issues they have.

A variety of sanctions are used to deal with ASB, including: Youth Referrals, Acceptable Behavior Contracts and Anti-Social Behavior Orders. Illegal off-road motorbikes using open space are identified to police leading to confiscation and disposal.

The Friends group have recently secured funding for installing lights in the top section of the park, adding to the sense of security for park users.

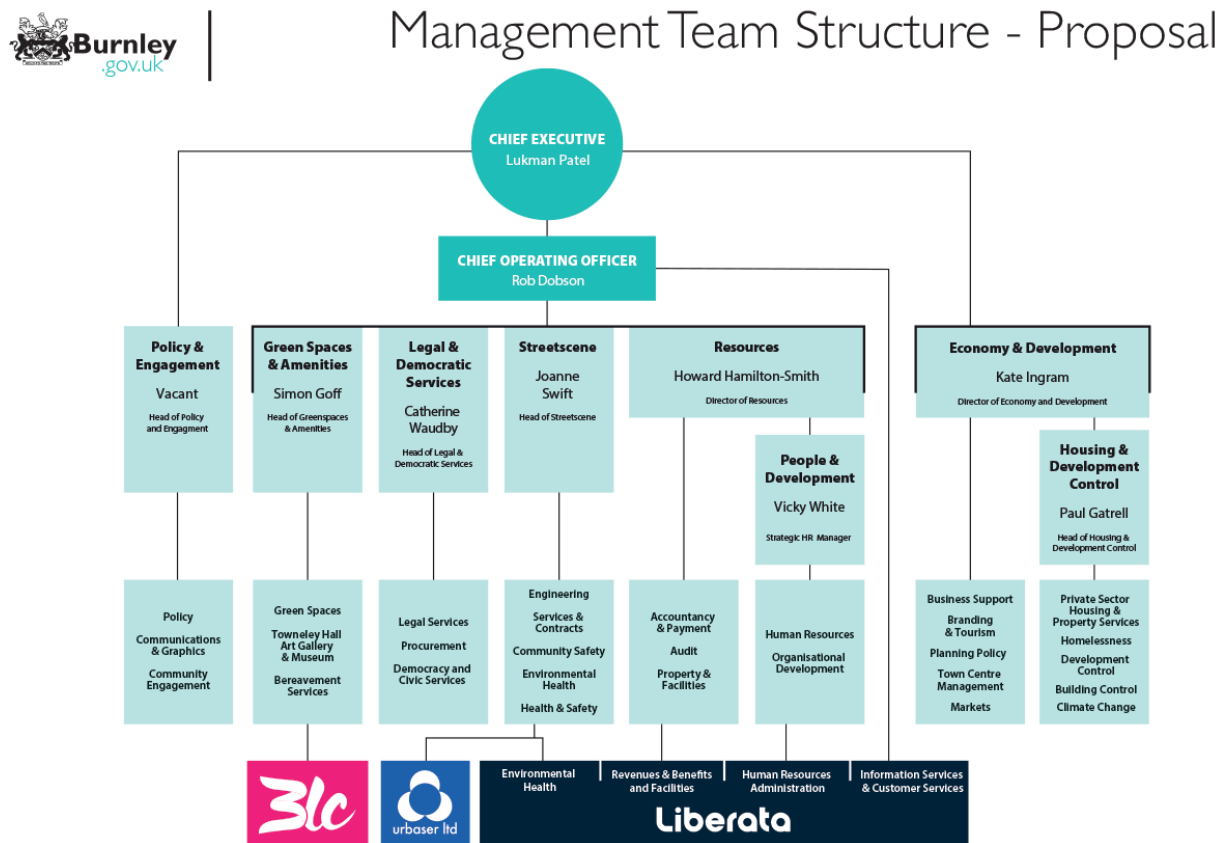
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Existing Management and Maintenance

Ightenhill 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.

Ightenhill Park is managed by the Padiham area team consisting 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

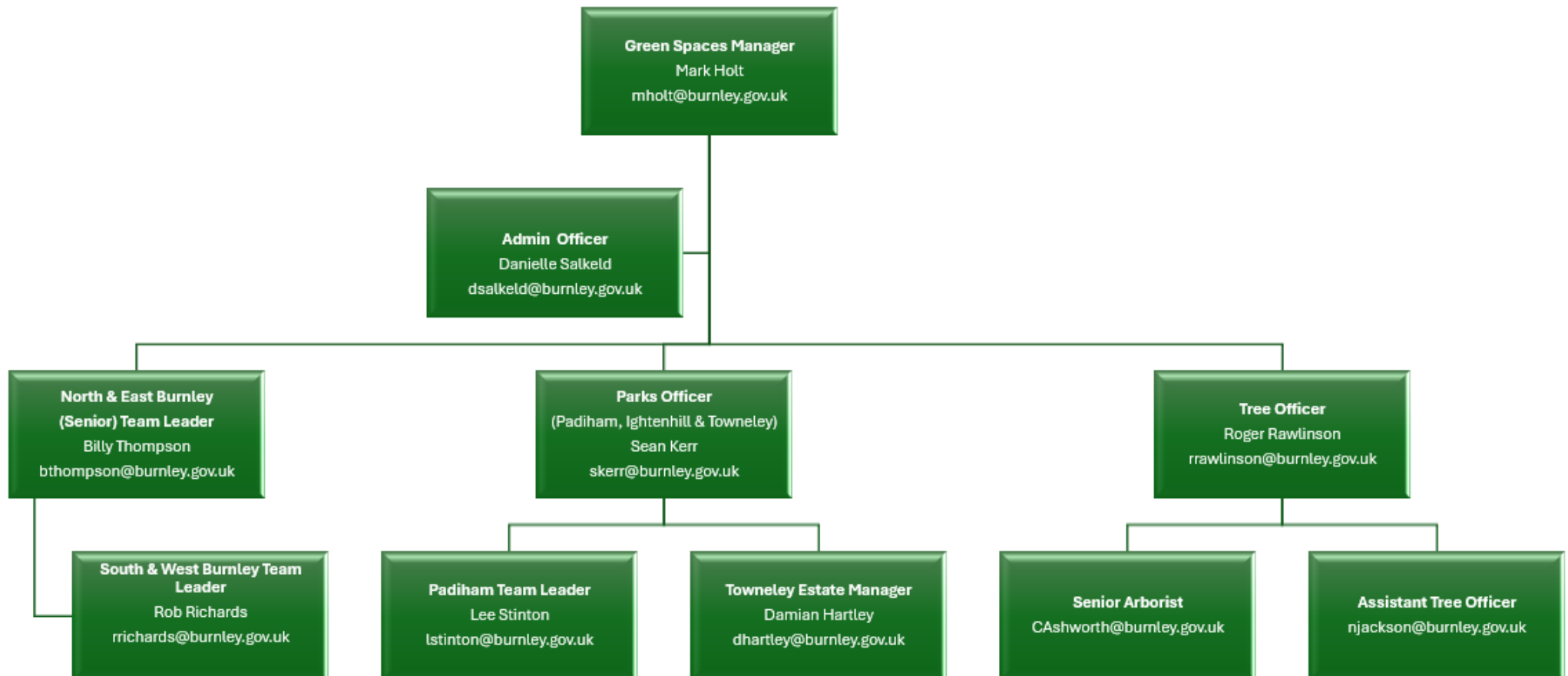
fouling, helping to organise community events & activities and delivering educational activities and guided walks. The rangers keep a record of incidents and work closely with the Police.

Administrative, technical and managerial staff based in GS&A's main office at Burnley Cemetery support the Neighbourhood teams. This resource includes a Greenspaces 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 Green Spaces and Amenities Unit 2024

Structure A – Parks & Greenspaces Section



Management of Ightenhill Park is the responsibility of a Parks Officer who directly manages the neighbourhood teams and liaises closely with community groups (including the Friends groups), sports clubs, park rangers, etc. The Parks Officer has full responsibility for all aspects of the management of the park and a small budget for equipment, materials, etc. There is also a separate budget for park events and nurseries. The Parks Officer attends the Friends meetings and because he has full management responsibility for staff, he is able to act immediately on matters raised by the group. The parks officer is responsible for the management and maintenance of green spaces for approximately half of the borough.

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 Parks Officer who has full management responsibility for the area, including Ightenhill Park.
- The Park has one site based Craftsman Gardener.
- There is good support from the in-house tree and playground teams
- Park rangers frequent Ightenhill Park
- 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.
- Peaks of work, such as during the period when the Italian garden is bedded out, means that the gardener falls behind with maintenance, formal grass areas get too long, rose beds become weedy and it is a struggle to catch up.

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 Officer 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 such as work to repair the roof of the Pavilion have taken considerable time to achieve and led to an amount of deterioration in the condition of the building.

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

Details of Staff that work in Ightenhill Park

Name of Post	Managed by	Main duties	% time dedicated to Park	Based in Park Yes/no
Parks Officer	Operations Manager	Manages Neighbourhood Team Liaises with users & Friends group Implements management Plan Green Flag application & liaison	10%	No
Craftsman Gardener	Team Leader	All aspects of Horticultural maintenance - Ightenhill Park	90%	No
Team Leader	Parks Officer	Supervises gardeners Horticultural maintenance	20%	No
Park Ranger Seasonal Park Ranger	Senior Park Ranger	Patrolling park & supervising undertaking enforcement, managing ASB and involvement with events, etc and organise events	40%	N/a
Sweeper Driver	Parks Officer	Sweeping Ightenhill Park using mechanical sweeper	5%	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.	2%	No

Management and Maintenance Budgets

The overall budget for Ightenhill Park is managed by the Greenspaces Manager. All costs both direct (such as employees, machinery & equipment) and indirect costs such as management overheads and apportioned budgets for materials are contained within the budget together with all property maintenance, asset rentals and any income.

The costs of tree maintenance are apportioned pro-rata to the area of the park and costs for the playground maintenance team, sweeper, etc. are similarly charged.

Machinery and Equipment

The Padiham neighbourhood team is equipped with its own inventory of vehicles, 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. is 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. The Team Leaders and Parks Officers meet monthly to discuss work planning and also informally on a daily basis. Routine maintenance is planned and carried out by the very experienced Craftsman Gardener.

An annual inspection of all the Park features is carried out by the Parks Officer, prioritising any work required, the latest inspection is included in the appendix.

The service standards that GS&A aims to achieve were developed from the local quality standards identified in the Green Spaces Strategy and published (burnley.gov.uk) and are also included in the Appendix.

Community and Volunteer Involvement in Managing Ightenhill Park

The Friends of Ightenhill Park

In early 2004 a group of local residents many living in houses overlooking The Park, set up a pressure group that became - [The Friends of Ightenhill Park](#) (F.O.I.P). Since its inception The Group has funded a number of improvements.

The Friends have gone on to play a pivotal role in the management and development of Ightenhill Park. The Parks Officers attend the regular meetings and the Friends are consulted on all significant management and maintenance issues. The Team Leader and park ranger also regularly attend the FOIP meetings.

Some of the achievements of the Friends of Ightenhill Park Include:

- Funding The Notice Boards
- Funding new seats
- Community clean-ups in the park and surrounding area
- Recycling spring bedding
- Funding of herbaceous planting and the 3-tiered planters.
- Organising and assisting with many successful events such as The Children's Fun Day, the brass band concert and The Ightenhill Festival
- Undertaking consultations with users

- Developing a website
- Producing displays for The Notice Boards
- Raising funds for the development of the tennis courts
- Volunteer work in the park
- Tree, shrub and bulb planting
- Installing an electrical supply in The park
- Installing street lighting in the park
- Installing two urban bee hives and setting up a sub group
- Installing a polytunnel for the community allotment
- Installing a phone box library

Other Partners

Other groups and agencies work with the Friends of Ightenhill Park these include the Police (who attend Friends meetings as required) Youth Services, Burnley Disability Network, The Lancashire Youth Offending team, The Probation service, Myerscough College, the Bowls Club, Burnley and District Evening Tennis League, Offshoots and others.

The Park Friends Forum

Each of the 5 Friends groups is represented on a Parks Friends Forum, which meets annually at Towneley Hall to network, share ideas, receive briefings from Parks officers, The Head of service and others and celebrate success.

This event is usually held on a Saturday morning in the autumn and at the end a lunch is provided.

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/>

Managing to the Green Flag Standard

This section of the Management Plan provides an assessment of the present management of the park in relation to the eight criteria against which the park is assessed for the Green Flag Award and identifies key recommendations for improvements; these 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

General Assessment

Burnley's 511 hectares of parks and green spaces are regarded as one of the town's key assets, being extensive and general well maintained. The most recent General User Satisfaction Survey identified that 74% of people are satisfied/very satisfied with parks, open spaces and play areas although this figure has declined over recent years, in line with a reduction in GS&A's budget.

Five of the six main parks in Burnley, including Ightenhill, currently hold a Green Flag Award. This is the result of a systematic programme improvement in management over the last ten years, starting with the first award for Thompson Park in 1999.

1. 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

Issue	Current Position	Recommendation
First impression	The Park is over all clean and well maintained. Community Payback assisting with litter collection and park maintenance. Railings painted around Buzz Hub. Old rose garden converted to sustainable perennial bed.	• Decide what to do with old tennis court surface (redgrar)
Entrance signage and information	• New signs installed in 2023 • Notice boards now contain new 2023 map	• Seek funding for entrance signage. Fingerpost in upper park needs to be replaced or added to.
Events	• The park hosts the Ightenhill Festival and Christmas Carols events, bowls competitions and coaching. The Buzz Hub is open every Wednesday morning and produce sold.	• Encourage more community events • Seek funding to upgrade tennis court surfaces £9K.
Friendly and approachable on-site staff	• The Park has one full time dedicated member of staff, although The Padiham Team are based in The Park when needed • All staff are easily identifiable by corporate uniform.	• Provide staff with customer service training to ensure consistently high standards of service and equip staff to deal with difficult situations. • Encourage flexible working by staff to meet needs of park users.
Code of Conduct – a good user guide	• Most visitors behave very well and rangers available to deal with problems	• Develop a simple (graphical) code of conduct based on revised byelaws to positively promote good behaviour within the park.
Quality of facilities – something for everyone	• There are no toilets in the upper park and the play area has been expanded to include all ages of play. • Bowls pavilion is fully DDA compliant, including toilet	• Provide toilets in the top portion of The Park • Replace broken benches at bowling greens. • Provide accessible toilets with funding and refurbishment.
Green and pleasant character of park	• Park is generally well-maintained and cleaned, litter and dog fouling is actively managed. Vandalism and graffiti promptly fixed. • FOIP have trailed a dog litter bag dispenser with biodegradable bags. It is being topped up with FOIP funding.	• Preserve green character of park • Improved management of neglected areas, e.g. remaining area on Tennis courts site, which was currently developed into a wildflower meadow site. • Continue high standards of cleaning and maintain enforcement & education activities by rangers.
Cycling within the park	• Cycling presently prohibited by an old law which is now considered moribund.	• Old cycling rules to be reviewed and factored in to the code of conduct signage.

Issues that require capital improvement

- Resurface worn out paths
- Improved signage
- Upgrade toilets and make accessible to the public (FOIP to apply for grant)
- Install water supply into the park

2. 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

Issue	Current Position	Recommendation
Fear of Crime, Anti-Social behaviour and vandalism	• Park users who were questioned report feeling safe but the issue was still highlighted as priority. • A higher proportion of non-users identify concern with personal safety • 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. • Street lighting has recently been installed	• Maintain 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 • Extend child protection training and CRB checks to all park based staff
Safety of paths and steps	• Slips, trips and falls are main type of accident in parks • Paths are inspected annually • £6K was spent on path repair in 2023 with £3K contribution from FOIP	• Implement recommendations from the Footpath Condition Assessment and Access Audit • Identify capital for footpath improvement
Control of dogs	• Responsible dog owners are encouraged to visit Ightenhill Park • Dog fouling has been actively enforced by ranger service since 2002 with targets set. • Signs in flower beds have been effective by making owners aware not to let their dogs run through them. • Dog bag dispenser on trial in the park.	• Continue enforcement • Target early mornings and evenings & use intelligence where available • Consider zoning into dog free/dog control and dog exercise areas
General health and safety issues	• Risk assessments are prepared for all public and operational activities and events are assessed using a risk matrix. • Staff trained in basic first aid, etc. • First aid boxes located in park buildings and all vehicles.	• Develop and maintain a park health and safety file and operating procedure.
Traffic and Parking	• The three parts of The Park are intersected by two busy roads • The park does not have a car park although the roads are wide and road side parking is allowed	• Investigate the possibility of pedestrian crossing
Training of staff	• Gardening staff are adequately trained in safe use of plant and equipment and in-house trainer and assessor is employed. Gardening staff are also fully trained in first aid. • Rangers are trained in first aid, handling conflict and aggression and experienced in dealing with situations	• maintain training and use staff reviews and training matrix to determine further training needs
Health and well being	• There is a well developed range of activities through the BEEP programme but much more can be done to extend the supervised sports, healthy living activities and to develop urban adventure activities aimed the young.	• More integrated working between green spaces and leisure young peoples workers • Consider ways to include volunteers in corporate health and wellbeing initiatives and courses. • Restore the former tennis courts area and encourage greater use

Issues that require capital improvement

- implement footpath improvements to reduce slips, trips and falls
- implementation of traffic calming measures on the two roads that trisect the park

3. Well Maintained and Clean

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

Issue	Current Position	Recommendation
Litter	• The importance of this issue in creating a welcoming park is recognised and litter picking is done daily during the week and weekends during the summer. • Grot Grabbers – a volunteer group set out every Thursday to litter pick in the park and surrounding ward areas. • 6 new litter bins installed in 2023 part funded by FOIP and installed by FOIP volunteers.	• Keep litter theme in children's education events in the Buzz Hub and beyond to nurture a culture of respect. • Ensure that rangers continue to identify littering and issue fixed penalty notices to offenders and publicise the outcomes on notices in the park.
General horticultural maintenance	• The park is adequately resourced to maintain good standards, but horticultural standards (pruning, fine turf, renovating and pruning shrub beds, etc.) could be improved through better availability of staff, which is unlikely at current, scheduling, and use of the best available equipment and methods.	• review and implement working practices and introduce simplified system for scheduling and recording work • continue to develop and train staff
Policies on litter, vandalism and maintenance	• The policy/standards are set out in Green Spaces published service standards	• Maintain under periodic review in response to customer feedback • Publicise service standards on notice boards
Complaints and service requests	• Wherever possible complaints and service requests are recorded and actioned within set time limits	• None identified
Maintenance of buildings and features	• Maintenance systems for the public buildings in the park are generally good. Faults are usually promptly rectified. • Public toilets require some upgrading, making accessible and additional facilities are needed in the upper park.	• Monitor and review maintenance of public buildings in park to ensure standards are achieved. • Identify costs and secure capital funding for depot improvements • Work with FOIP on application to fund toilet upgrade.
maintenance of play and sports facilities and teenzone equipment	• There is a system of recorded inspections and risk assessments in place and this is audited annually. Park staff are trained to visually inspect all play facilities and there is also a qualified playground operational inspector, who inspects to current play standards and issues necessary works orders to the playground maintenance team, and issues are promptly resolved.	• Implement schedule of maintaining woodchip levels by removing old woodchip to be used as mulch, and topping up with new to comply with ROSP standards.
	• Sustaining improved maintenance of horticultural features • Funding sought to create a position for an apprentice gardener, to carry out a one year apprenticeship in the park.	• strengthen role of craftsman gardener through training and development to ensure post holder has sufficient skills to take forward maintenance of the park • develop the role of volunteers to assist with maintenance and restoration of specific features using the proposed community activity rangers and involving park staff

Issues that require capital improvement

- provision of new and replacement litter bins

4. Sustainability

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

Issue	Current Position	Recommendation
Waste management	- Non-organic waste collected from the park is removed from the park by a private, licensed waste management firm - Green waste skips are removed by the same firm but alternative solutions are being investigated - Organic, unspoiled (weed/seed free) waste is collected in composting bays - Suitable woodchip from tree work operations is used to top up playground safety surfaces	investigate separation and recycling of cans, plastic bottles, etc.
Recycling plant material	Volunteers from the Friends group are active in recycling spring bedding such as polyanthus and bulbs which are planted out in the park or elsewhere in the area	Continue good practice
Annual bedding	- There is a very small amount of annual bedding - Friends group recently funded new herbaceous beds and new 3-tiered planters	Continue good practice
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 conservation	- The new bowls pavilion was built to current standards of thermal insulation. - The depot mess room has poor insulation and this will be addressed. The toilets are unheated - The bowls pavilions are used largely during April to Sept with little or no winter use	consider energy conservation in design of any new depot facilities
Use of herbicides, pesticides and fungicides	- Herbicide use is restricted to controlling weeds on tarmac surfaces. - Problems are experienced controlling moss on tennis courts and suitable organic products need to be identified	continue current practices
Biodiversity	- Small woodland has been actively managed through the Council's Forest of Burnley project since 1998 - Public consultation emphasised the enjoyment and high value visitors place on wildlife	- manage the park for maximum biodiversity and wildlife benefit - train staff on biodiversity and conservation - update the woodland management plan and prepare tree management plan - develop a Habitat Action Plan for the park to identify in more detail existing habitats and action that can be taken to increase biodiversity - undertake monitoring - link park management to Biodiversity Action Plan - develop a programme of events and activities as part of the 'Wildabout Burnley' project

Issues that require capital improvement

- Bins to allow separation of waste
- Energy efficiency improvements

5. Conservation and Heritage

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

Issue	Current Position	Recommendation
Awareness and expertise of staff	Staff have awareness of the heritage and conservation of the park and are involved in reviewing and implementing the management plan	Use research from the Management Plan as the basis of providing training for staff, including staff from other sections of the Council, including property maintenance.
Protection of built heritage from inappropriate maintenance or development	- Buildings and structures are generally well maintained and the heritage of the buildings has been respected, with appropriate materials and techniques being used. - There are regular recorded building inspections - However, the built heritage lacks any formal protection	- Investigate securing listing of park buildings, such as bowling pavilion and an English Heritage listing for the park. - update the building condition surveys - develop and formally adopt guidance/specifications for maintenance of built heritage elements
Style of furniture, signage, Etc.	- The adopted style of bench is the serpentine cast iron ends. - Open top Burnley Bins have been replaced with black Broxap Derby bins with FOIP logo on.	- agree styles of furniture and ensure that only this style is installed when funds are available for replacement. - Permanent signage required for Buzz Hub, FOIP compound.
Natural heritage and landscape features	There is no current written specification or guidance available for park staff on management and maintenance of natural heritage and landscape features. This information needs to be needs to be collated, documented and communicated to all relevant staff	- 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 - update the woodland management plan - prepare a more detailed tree management plan based on recently completed tree survey - prepare a specification for the management of ornamental planted elements such as shrub beds

Issues that require capital improvement

- replacement/additional furniture
- New signage

6. Community Involvement

Green Flag Objective:

Actively pursue involvement of members of the community, with representation of as many park user groups as possible. Parks management should be able to demonstrate::

Issue	Current Position	Recommendation
Friends of Ightenhill Park (FOIP)	- The group is well established and dynamic, with 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 and Green Spaces officers	- 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 (see Training Plan)
Other park user groups	There is regular contact with other user groups such as the bowls club, Tennis League, Local Methodist Church, etc. and representatives have a standing invitation to Friends meetings	Organise an annual park user consultation event for representatives of all of the user groups and public to attend – use this as an opportunity to review progress and update management plan through short workshop sessions as used for Towneley Park MMP
Schools	The park is used by local schools for environmental and play activities but use is infrequent and ad-hoc	- Work with 'Wildabout Burnley' to develop an education pack in consultation with representatives from primary school. - Park rangers to develop closer links to schools and assist with visits and deliver existing Environmental Pride package
Wider community	- A good mix of events and activities are organised - Community Payback have a presence in the park and the community are aware of the difference made.	- Develop the programme of events and activities through audience development plan - Provide more opportunities for drop-in participation in volunteering, arts projects, etc. - Encourage more use from teenagers for new tennis and ball courts and bowling greens. Make use of in house sports development team.
Non-users	Park events are well publicised and are popular	Friends could produce a park leaflet if funding could be found

Issues that require capital improvement

- Marketing

7. Marketing

Green Flag Objective:

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

Issue	Current Position	Recommendation
Marketing Plan	There is no formal corporate marketing policy or plan or a plan for Ightenhill Park although much marketing and promotion activity does take place through: • Park notice boards • Newspaper adverts for events • Posters park/in shops • www.pointme.org.uk used for event marketing. • BBC website • FoIP website • Word of mouth • Banners promoting events • Brown tourist signs • Entrance signs and fingerposts • Articles in press	• Develop a marketing plan for Ightenhill Park to provide a clear direction for promotion and marketing activities • Strengthen joint marketing and promotion with the other agencies, particularly the sports and healthy exercise officer. • Undertake regular consultation to create an AADP, including customer satisfaction surveys at events in the park • Further develop the website • Publish a 'Burnley Parks Guide' • Improve signage and interpretation
Communication	Other council departments and partner organisations may lack awareness of role of Ightenhill Park and the opportunities it can offer.	• Communicate in very brief ways the objectives and opportunities of the park

Issues that require capital improvement

- Improved signage and interpretation

The events & activities regularly held in Ightenhill Park include:

- Annual Ightenhill Festival
- Arts development projects
- Methodist church projects
- Volunteer/Friends group bulb and shrub planting
- Orienteering
- Bowls events and competitions including the Annual Open Day

8. 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	• A management plan has been written for Ightenhill Park with input from FOIP in order up the profile and standard of the Park	• Develop the management plan further, defining in more details maintenance tasks, frequencies and standards for each landscape character area within the park. • hold an annual park user forum in addition to the regular friends meetings • maintain and update the action plan
Management structure, roles and responsibilities	• There is an effective management structure with clear lines of responsibility but equally it is recognised there opportunities for improvement	• Allocate separate budget for materials & events • develop relationship between parks

Issue	Current Position	Recommendation
		staff and partnership organisations
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 - maintain Green Flag award

Issues that require capital improvement

- Investment in The Park is needed to raise the standard and continue to achieve The Green flag award

Proposed Management and Maintenance

The Council recognises the importance of continuing to improve the management of Ightenhill Park. It also recognises that any future restoration of the park and improvements to facilities must be supported by enhanced maintenance and that this must be sustainable over the long term.

To achieve improved maintenance and management the following areas need to be addressed:

- Management structure & staffing
- Partnership working and volunteering
- Staff training and development
- Budgets and resources
- Joint working
- Parks for People Project Delivery

Management Structure & Staffing

The existing management structure is shown earlier in this document (Figure 1.). 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 Parks Officer who has full management responsibility for the Ightenhill area including Ightenhill Park.
- The park has one site-based gardener (a Craftsman Gardener), one day per week.
- There is good support from the in-house tree and playground teams
- A park ranger is assigned to Ightenhill Park
- Effective arrangements are in place for building maintenance

However, there are concerns over maintenance standards these were raised by the Friends group. These problems concern to the quality of horticultural maintenance practices rather than basic duties such as litter picking and grass cutting and a reflection of staffing levels, the horticultural skills of the gardening staff and how efficiently horticultural tasks are scheduled and undertaken.

Volunteering Activities

The management and maintenance of Ightenhill Park is already supported through volunteers from the Friends and other groups. The value of volunteering activity and the cash funding that has been raised is high. The range of volunteering activities will be extended through and provide an important contribution to the development of the Access and Audience Development Plan. Volunteer support will be directed to increasing the programme of events and activities in the park and into a structured programme of environmental and horticultural tasks within the park.

The volunteer programme will be built on the well-established track record of involvement and the Audience Development Plan also considers and proposes ways of encouraging new types of volunteers and involvement of hard to reach audiences and non-users within the park from which activities can take place.

Training and Development

The Council recognises that sustainable improvements in the management and maintenance of Ightenhill Park can only be achieved if staff are equipped with the necessary skills and knowledge to improve the quality and efficiency of their work and are motivated to achieve high standards.

A Training and Development Plan will be developed in more detail, with a thorough analysis of the existing skills and knowledge of all of the staff involved in managing Ightenhill Park, an assessment of the diverse range of skills that will be needed to take forward the management of the park over the next ten years and a plan for how these can be acquired.

The Council also sees the project as an opportunity to improve the skills and knowledge and motivation of Green Spaces gardening staff working in other parks and have done this at Towneley Park (HLF) where teams of staff from other parks are helping to implement the project and benefiting from the training opportunities.

The Training and Development Plan also identifies the learning and development opportunities that volunteers will gain through the project and the wider educational opportunities that the project affords.

Budgets and Resources

The existing budget for Ightenhill Park is included within the total Parks budget for all Burnley's Parks managed by the Greenspaces Manager

At this stage there are no proposals to increase the maintenance allocation for items such as toilets, shelters, play areas, ball court etc. These costs are all contained within the existing budget and reflect the costs associated with maintaining the existing facilities. The Parks for People project seeks to replace these old facilities, which are relatively expensive to maintain, with new facilities built with high quality materials and it is therefore anticipated that the existing maintenance budgets will be adequate. However this will be examined in more detail at later design stages.

Councils are under increasing pressure from budget cuts and are looking at ways to cut costs and increase efficiency, the "Rethinking Parks" project described in the appendix is one way that Burnley is exploring to achieve this.

Monitoring and Review

This management plan is to be updated annually under the review of the Friends of Ightenhill Park and in the light of feedback from Green Flag judges.

It is proposed that review of the management by the Friends group shall continue in the long term but this should be supplemented by input from an annual user forum to which all stakeholders and park users will be invited.

As part of the annual review and monitoring of the management plan it is proposed that the following performance indicators will be monitored:

- Satisfaction measured by GreenSTAT/user survey
- Number of littering and dog fouling enforcements (currently recorded) 95 FPN issued so far this financial year
- Records of ASB incidents (currently recorded)
- Number of events and audience (partially recorded)
- Number of school visits
- Number of volunteer hours
- Green Flag score

Appendix

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 Play Strategy](#)
6. [Tree & Woodland Management Policy](#)
7. [Burnley's Playing Pitch Strategy](#)
8. [Rethinking Parks](#)
9. [Green Space Service Standards](#)
10. [Health and Safety Policy](#)
11. [Risk assessment example](#)
12. [Inspection Policy](#)

Appendix 1

MINUTES OF THE FRIENDS OF IGTENHILL PARK MONDAY 3 NOVEMBER 2025

Apologies: Ida Carmichael

Present: Barrie, Margaret & Ian, Richard, Graham, Alan, Doreen,
Susan, Cath, Dave P, Gwen, Sean, Bruce & Anne

It was noted: that Graham was missed off those present at last meeting

Acceptance of the minutes of the last meeting was proposed and seconded

What has happened/been completed in the Park/Buzz Hub in the last month

- Community Garden event in the Buzz Hub was quiet but 21 people attended who enjoyed the experience and were impressed by what the gardeners achieve. The pond area was admired. Jam and wreaths were sold.
- The installation of two commemorative benches has been completed
- Plants in the large triangular bed in Brassey Street were split and replanted in the “dell” to eventually brighten up an area cleared of sedges. The Persicaria plants are loved by bees.
- Two diseased trees have been removed by Green Spaces **Report from Green Spaces - Sean**

Crest for renovated park gates is being priced by Property Services. There was a question as to who would pay for the crests, to be discussed further.

Railings: There is only one Community Payback team right now doing the railings around Queens Park so work has to be prioritised. Unknown when the work on Ightenhill Park railings will resume.

Entrance path to park opposite the Triangle. Two options are being considered by the Senior Engineer:

- Take off the top surface and re-lay
 - Divert the path to provide a more gentle gradient between the Park and Ightenhill Park Lane
- Neither has been priced yet and it is hoped it might be possible to apply for Disability funds specifically to improve access to the upper park.

Hedges and rhododendrons. This is winter work and the focus is on improving sight lines across the centre of the park. It will include work on the Watt Street and Brassey Street entrances. **Wildlife Camera:** Sean reported that experience in other parks proves cameras may not be helpful because there has been a problem with police enforcement even if offenders have been caught on camera.

Bulbs for planting in the park. Sean will chase **Buzz Hub (next to lower bowling green)**

Sean outlined a comprehensive scheme for refurbishment of the brick Buzz Hub building. This is being considered for inclusion in the Council's 2025/26 Capital Programme but may proceed earlier if funds become available this financial year.

Future work to be carried out:

- Bowling greens
- Replacement of zip-wire surface
- Shrubs at the back of the apiary area
- Pump track in lower park: on ice while application for grant is put in
- Tennis courts: following their refurbishment, further work is required to replace a net that has been damaged and the lockable gates which are not working correctly.

Handrail down the slope at the entrance to the Buzz Hub area was raised with Sean. No decision made.

Cath asked Sean for spruce cuttings for the Christmas wreaths Sean to speak to contractors renovating the Bowling Pavilion regarding their leaving the entrance gates open to the Buzz Hub

Any Other Business

- Community Carols: unfortunately as Padiham Road Methodist Church is not able to provide a date for access in the event of bad weather, it has been decided not to hold Carols in the Park this year.

- However, the Wednesday gardeners are holding a small market in the Buzz Hub on Saturday 6 December from 13.00-15.00. This will be a simple affair but with Christmas music, produce, jam/marmalade, gifts, mulled wine, hot chocolate/tea/coffee and mince pies kindly donated by Spar on Padiham Road. Posters will be displayed in the park and local shops.
- Margaret asked if anyone needed gloves/equipment for our work on Wednesdays
- Richard (Treasurer) informed the committee that he is preparing the year end accounts which will be audited by Dave Pickles. He also reported that FOIP has £7,400 in funds to be used for future projects. Richard said that he would give a report on what FOIP funds have been used for to date.
- Richard also asked the committee to think ahead to the AGM in January as at last year's AGM Ida (Secretary) and stated her intention to step down at this coming AGM.

THE ANNUAL GENERAL MEETING WILL TAKE PLACE ON MONDAY 5 JANUARY 2026. NOMINATIONS FOR THE POSITIONS OF SECRETARY, CHAIRMAN AND TREASURER SHOULD BE FORWARDED TO THE SECRETARY (IDA CARMICHAEL) NO LATER THAN THE NEXT FOIP COMMITTEE MEETING.

NEXT MEETING:
MONDAY 1 DECEMBER 2025 AT 18.00
6pm Padiham Road Methodist Church

Appendix 2

Appendix 6

Appendix 6

Ighthenhill Park Development Action (Plan 2026 update)

FOIP = Friends of Ighthenhill Park

GS&A = Greenspaces and Amenities

Green Flag Criteria	Item	Estimated Cost	Responsibility	Proposed Completion Date
1. A Welcoming Place				
1.1 Welcome	Continue to work collaboratively with FOIP to improve pleasant and attractive horticultural displays, using sustainable approaches giving the maximum year-round interest.		GS&A, FOIP	Ongoing
	Apply for Britain in Bloom award		GS&A, FOIP	2026
	Install coat of arm to the newly refurbished gates	£600 estimate	GS&A, FOIP to be funded by Ward Councillor's Ward Opportunities Fund	Summer 2026
	Restored paintwork on heritage gates on the corner of Brassey Street and Ighthenhill Park Lane	£500	Parks Officer, Property Services	Done September 2025
1.2 Good and	Overall access improvements in lower	£4600 for	GS&A	Short term work within next

safe access	section of the park to include closing off steps to grass banking. Re-installing steps to tennis courts, installing paths to allow access for all from both ends of the facilities.	steps repair.		6 months and apply for funding for larger elements of the scheme.
	Cut back shrubs on paths between bowling clubs		GS&A, FOIP	Winter 2025/26
	Continue system of blowing leaves off paths and mulching in-situ rather than collecting and removing.		GS&A	Winter
	Seek funding to fill in steep and slippery section of path into upper park opposite the Buzz Hub and replace with a DDA complaint path.	£10k	GS&A, property services	Property services in process of obtaining quotation.
	Improve access at Watt St entrance by widening gap between iron gate posts to allow large vehicles to enter for maintenance and events.	£5k	GS&A, property services	Property services to provide quotation following tender return Dec/Jan 2025
1.3 Signage	Install a sign for the Buzz Hub		FOIP	
	Replace fingerpost with new signs pointing to community market garden, library, and new café/toilets when installed.	£700	Parks Officer	When funding permits and new cafe/toilets installed approx. See section 3.4
	Audit brown tourism signs for the park and if there are none then apply for installation.		Parks Officer	2026
1.4 Equal access for all	Incorporate wheelchair access to improvement plans for lower section of park at sports facilities		Property Services	Progress in 2025 (see 1.2)
	Explore ways to provide and fund changing places toilet.		Parks Officer, Property Services	
	Install a DDA compliant path to replace the steep and sometimes slippery section opposite the Buzz Hub.		Parks Officer and Property Services	Site meetings held in October 2025 and price being sought. Aim to have installed by September 2026.
Achievements 2025				
	Cleaning done to slippery section of path			

	leading down to Ightenhill Park Lane			
2. Healthy, Safe and Secure				
2.1 Appropriate Provision of Quality Facilities and Activities	See 1.4			
	FOIP to continue to develop the classroom and work with local schools. Funding to be sought for equipment and materials		Parks Officer, FOIP	Ongoing
	Install drinking fountain in the park	Quotes required	Parks Officer, engineers	Upon completion of café and toilet construction (See section 3)
Achievement 2025	Repaired sections of corroded railings as per schedule agreed with property services and GS&A on Ighten Road.		GS&A	January 2025
2.2 Safe Equipment and Facilities	GS&A to continue ROSPA inspections and act on findings as appropriate.		GS&A, playground team.	Ongoing
	Defects are recorded on GS&A timesheets and 6 biannual safety inspections of parks carried out by Parks Officer		GS&A, Parks Officer	Ongoing
	As this is no longer a parks depot, there is no COSHH store, however materials should be audited to ensure FOIP are complying with COSHH regulations.		Parks Officer, FOIP	Discuss at Feb 2026 FOIP meeting
	New ramp cover and buffer to be installed on zip-line.		GS&A, Playground Officer	Winter 2025/26
	Identify replacement of wooden sand equipment beginning to decay		Parks Development Manager and Playground Officer	2026/27
2.3 Personal Security	FOIP to continue to maintain traditional lamps and explore funding for more lighting		FOIP	Ongoing
2.4 Control of	Review trial of dog waste bag dispenser		Parks Officer, FOIP	Jan 2025 meeting

Dogs/Dog Fouling				
	PSPO consultation ongoing but no changes put forward for Ightenhill Park		GS&A	Consultation to be completed in January 2026
	Install self-closing ROSPA gate to playground to exclude dogs.		FOIP to install (gate supplied by GS&A)	2026
Achievements 2025				
	Tennis court repainted and pre-book access system installed	£9506.98K (Lawn Tennis Association contributed approx. £6K and GS&A the rest)	Parks Development Manager	Summer 2025
3. Well maintained and Clean				
3.1 Litter and Waste Management	Continue to provide Grot Grabbers volunteer litter picking group with equipment and materials.		Streetscenes	Ongoing
3.2 Horticultural Maintenance	Work with Probation Services to control bramble around middle and lower sections of the park	NIL	Parks Officer	On hold until Parks Officer can secure a commitment from Probation Services
	Improve drainage to perennial flower beds.	£1500	Parks Officer, FOIP	When funding permits as priority will be given to repairing worst sections of footpath. Potentially include in services works for new café/toilets. (see 3.4)
	FOIP to continue to split perennial plants to bring them on and plant out in new areas.			Ongoing

	FOIP to continue to maintain the 4 x three tier planters. Plants and bulbs provided by GS&A			Ongoing
3.3 Arboricultural Maintenance	Trees overhanging the highways and footways to be crown raised to statutory height and removed if more appropriate.	Internal work	GS&A, Tree Officer, Tree Team	In work plan but subordinate to other tree work considered higher risk.
	Remove trees suffering from advanced Ash Dieback, selected by tree officer.	Internal work	Parks Officer, Tree Team	Still being monitored for decline.
	Remove ash tree poles, grind stumps and replant.	Internal work	GS&A	As poles are safe, priority given to removal of further trees when considered unsafe.
	Remove conifer trees at Brassey Street entrance and one behind apiary to allow light penetration.	Internal work		Early 2026 before end of March.
	Large dangerous trees removed from upper park	Internal work	GS&A	Done September 2025
3.4 Building and Infrastructure Maintenance	Parks officer to arrange buildings audit by Property Services			2025
	Parks officer to continue to report faults and ensure they are fixed.		Parks Officer	Ongoing
	Seek funding to install a café with accessible toilets for public and storeroom for community group activities using architectural plans from 2017. Café to be run by an external business.		GS&A, Parks Officer, Property Services	Meetings held in October 2025. To be progressed through planning. Earliest envisaged date for construction start would be April 2027.
	Internal fit-out of Buzz Hub including furnished kitchen, under-draw ceiling. Externally remove chimney and make roof good.		Property Services	Tender returns due in early 2026
	Buzz hub audited by Property Services and		Property Services	Tender returns due in early

	a tender has been submitted to contractors for internal and external improvement works.			2026
	Bowling green pavilions re-roofed and soffits replaced.			October 2025
3.5 Equipment Maintenance	GS&A to continue to maintain and service FOIP mowers. FOIP to move towards replacing petrol tools with battery powered tools.		GS&A, FOIP	Ongoing
4. Environmental Management				
4.1 Managing Environmental Impact	GS&A to source local supplies of bulbs, plants, seeds and trees to minimise importation of pests and diseases.		GS&A	Ongoing
	Install bottle filler and drinking fountain when new café and toilets are installed.	£1500	Engineers	Upon completion of new café and toilets. See 3.4
4.2 Waste Minimisation				
	Shredded material used as a weed suppressant on beds			Ongoing
4.3 Chemical Use	No residual herbicide is used unless specified to control invasive weeds.		GS&A	Ongoing
4.4 Peat Use	No peat-based compost is used or purchased. FOIP have compost bays		GS&A	Ongoing
4.5 Climate Change Adaption Strategies	GS&A and FOIP to move towards replacing petrol tools with battery powered tools.		GS&A	Ongoing
	Continue system of blowing leaves off paths and mulching in-situ rather than collecting and removing.		GS&A	Winter
	Continue to support beekeepers in Buzz Hub and consider ways to increase forage.		GS&A	Ongoing
	Management staff are using Ebikes and electric vehicles for site visits and meetings.		GS&A	Ongoing
Achievements				

2025				
	GS&A purchased a shredder and it has already been used instead of getting a skip of green waste collected by a contractor. The shreddings are being used for weed suppression in the park shrub beds.			Ongoing
	Tree team removed dangerous Ash Trees from compound area.			October 2025
	500 crocus and 500 tete a tete daffodils planted in 3 tier planters.	Funded by GS&A	Planted by FOIP	November 2025
	Crocus bulbs planted in shrub areas.			November 2025
	Cut back large areas of Rhododendron to improve sightlines through the park and particularly to reveal play areas in order to reduce anti-social behaviour. Shredded material spread on the ground.		GS&A	November 2025
	Planted 3500 naturalising bulbs between pruned Rhododendron (inc. Native Bluebells, Daffodils, snowdrops).	£417.50 funded by GS&A	GS&A, FOIP	Done 26.11.25
	Planted Daffodils in 3-tier planters	Funded by GS&A	Planted by FOIP	Nov 2025
5.1 Conservation of Landscape Features	Green Activity Coordinator to do ecological surveys with the community and data to be compared with previous years to identify improvement needs.			Was due to be done in summer 2025. Defer to 2026 and include community/schools.
	The park is now considered to be at capacity for commemorative benches so the scheme is suspended until further notice!			Suspended until further notice.
	See 1.2			
	De-compact the soil to improve drainage using spike machine or earthquake.		Parks Officer	When ground conditions permit and machinery available.
5.2 Conservation of	Discuss and explore renewable energy		Parks Officer, FOIP	2025

Buildings and Structures	opportunities for buildings in the Buzz Hub			
	See 3.4		Property services	Spring/Summer 2026
Achievements 2024				
	Two traditional cast iron benches refurbished and installed by FOIP skilled volunteers	£850	Parks Officer, FOIP	Summer 2025
6. Community Involvement				
6.1 Community Involvement in Management and Development	Continue to work with FOIP to develop a sense of community ownership and involvement in the park.		GS&A, FOIP	Ongoing
	FOIP have continued to offer fresh produce grown on site and proceeds to go towards park improvements.			
6.2 Appropriate Provision for Community	FOIP and Green Activities Coordinator to increase outreach to schools, social prescribing and residents		Green Activities Coordinator	Ongoing
	Continue to host Ighthenhill Campfire and Conversation		FOIP	Ongoing
	Community Garden Christmas Fayre Planned for December		FOIP	
Achievements 2025	FOIP have delivered and hosted successful events including BBQ and band, Ighthenhill Festival.		FOIP	
	FOIP have logged 2059 volunteer hours from 1 st of Jan 2024 to 28 th Nov 2025.			
	57 pupils from Ighthenhill Primary School visited the Buzz Hub		FOIP	
	Community Garden event in the Buzz Hub was quiet but 21 people attended who enjoyed the experience		FOIP	

	and were impressed by what the gardeners achieve. The pond area was admired. Jam and wreaths were sold.			
	Significant works done to improve electrical power points in the park for events and future-proof from damage from water ingress.		FOIP	
7. Marketing and Communication				
7.1 Marketing and Promotion	Continue to inform the communications department on infrastructure and facility developments for press releases.		Parks Officer	Ongoing
	FOIP to continue Facebook blog		FOIP	Ongoing
	Continue to feed events promotion through corporate facebook and website		Burnley Council Communications Team	Ongoing
	Continue to feed volunteer and community events and activity on outdoortown.uk facebook blog and website.		GS&A, Burnley Leisure and Culture	Ongoing
7.2 Appropriate Information Channels	See 7.1 Use noticeboards to advertise events and display meeting minutes		GS&A, FOIP	Ongoing
7.3 Appropriate Educational and Interpretational Information	Strive to list numbers and types of plants, bulbs, seeds planted in the noticeboards		GS&A, FOIP	Publish and display in January 2026
8. Management				
8.1 Implementation of Management Plan	Continue to consult with FOIP to ensure they have input in development action plan.		GS&A, FOIP	Every year.
8.2	Action plan items to be discussed at friends group meetins.		GS&A, FOMP	Jan and Feb meetings initially.



Key:
Black – Provisionally booked
Grey – TBC/annual

Appendix 3
Park Events 2026 as of Jan 2026

Event Name	Venue	Event Date/s
Ightenhill Festival	Ightenhill Park	23rd August

Appendix 4 Green Spaces & Amenities Unit: **Community Payback Work Plan 2025**

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										

Appendix 4 Green Spaces & Amenities Unit: **Community Payback Work Plan 2025**

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	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 Central Train Station to Bank Hall	Winter	1 month	Hedge cutters, blowers, rakes, spades, shovels	Thompson Park	Mark Holt		A	Mark Holt	
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 Brushes 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	

Appendix 4 Green Spaces & Amenities Unit: **Community Payback Work Plan 2025**

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	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
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

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2025

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	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
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

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2025

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
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
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

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2025

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	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
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

Appendix 4 Green Spaces & Amenities Unit: Community Payback Work Plan 2025

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
	Cutting back grass encroaching stone paths	Anytime	10 days	Stone, wheelbarrows, shovels, rakes	Various on site	Damian Hartley		B	Damian Hartley	Ongoing
	Himalayan Balsam Control	During growing season April to September	20 days	Strimmers, bags	Various on site	Damian Hartley		A	Damian Hartley	Spring 2025
	Rhododendron removal	Outside of birds nesting season	10 days	Bow saws, loppers, mattocks		Damian Hartley		C	Damian Hartley	Outside of birds nesting season
	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

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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		
	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 2025**

Contacts

Name	Position	Mobile	landline
Mark Holt	Greenspaces Manager (NE Burnley, Thompson Park, Queen's Park, Scott Park)	07855820941	01282 425011 ext 3172
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

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