

Barrowford Financial Plan

2025-26 to 2027-28

Barrowford Parish Council Assets

Barrowford Parish Council currently provides services and facilities within Barrowford, Carr Hall and Higherford, these services include:

1. Holmefield House Community Centre Infrastructure Repair and Maintenance, Furniture, Equipment Replacement

Holmefield House is run by the Friends of Holmefield House but is owned and maintained by the Council. The facilities comprise of:

- 1) Holmefield House a mid-Victorian mill owner's residence used as Community Centre ground floor and Council Office first floor.
- 2) Annex building next to the main building is self-contained and currently leased to the Armed Forces Support Group on an annual rent.
- 3) A 26-space car park to the side with a TPO Lime Tree within a walled bed outside the door to Holmefield House lawned areas to the two sides including fruit trees and raised beds.
- 4) Field to the rear, including a recently planted mixed fruit orchard (Coronation Community Orchard).

2. Barrowford Memorial Park and Lower Parkhill Farm (Heritage Centre). The Memorial Park is for public use and consists of:

- 1) Two distinct sets of play equipment age appropriate with safety surfaces and fencing.
- 2) Three pieces of gym equipment adjacent to the play areas with safety surfaces.
- 3) Park Lake with wetland area to rear with a raised wooden walkway.
- 4) Lakeside shelter with two raised herb beds.
- 5) Bowling Green and pavilion currently used by Barrowford Bowling Club on a peppercorn rent.
- 6) Memorial Garden containing the War Memorial paths and pea gravel standing areas. (Refurbished with new stone flags 2024)
- 7) Viewing Platform overlooking the River Caul and Fish Pass.
- 8) River Walls extending throughout the length of the park.
- 9) Steep sloped bank running length of park with predominately mature beech trees.
- 10) Lower Parkhill Farm Courtyard and Outbuildings leased to Heritage Trust for the Northwest on a self-repairing peppercorn rent.

3. Allotments & Garage Sites: The Parish owns 5 Allotment Sites 7 and 2 Garage Sites:

- 1) Pasture Lane no 1 & no 2 these allotments comprise the largest site with internal access roads external boundary fencing and water supply. Pasture Lane No 1 has 62 plots. No 2 site has 36 plots 1 large Garage I container. At the entrance is a lawned area with a large Council storage hut, two Barrowford Horticultural huts.

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- 2) Lower Parkhill Allotments: with internal access roads external boundary fencing and water supply the site contains 40 plots and a strip of land rented to a local organisation for a container.
- 3) Lowerclough Street Allotments: Internal access roads external boundary fencing and water supply 33 Raised Beds 1 Allotment 3 communal polytunnels 1 communal hut. The Council has 1 hut and a 40ft container for storage and planting planters installing Christmas lights etc.
- 4) Back Nora Street 19 plots predominantly used for gardens and recreational use and 2 Garages plots
- 5) Back Church Street 8 plots predominantly used for gardens and recreational use and 2 Garage plots.
- 6) Back Pasture Lane 2 plots let to the adjacent houses as gardens.
- 7) Hill Top Garages: 3 concrete sectional garages for rent.
- 8) Lowerclough Street Garage Site: The Council owns 12 garage plots with tenants installing their own garage.

4. Other Council Land with Maintenance Implications:

- 1) Fleece Toilets. These toilets were handed over to the Parish Council several years ago and have not had any renovation or refurbishment since being built in the 1980's/90's. The toilets have needed massive major renovation in 2019 and have been closed since the first lockdown in 2020. The scale of works required to bring the facilities up to standard is beyond current funding. Consideration needs to be given to the future of these toilets.
- 2) Land at Broadway: The land is currently a mixture of grass shrubs and trees. Existing shrubbery was extensively pruned early in the year; the site has benefited from 21 fruit trees funded by the Coronation Community Orchard Fund and planted this spring by council staff.
- 3) Hill Top and The Rose Bed: These two areas are currently maintained by the Barrowford in Bloom and Environmental Group.
- 4) Dickey Nook: This site at Dickey Nook has one island in front of the bus turnround consisting of a raised bed retained by a wall containing a large conifer and plants, maintained by The Higherford Action Group to the rear of the bus stop is a large triangle of land which included several trees within a grassed area. The Parish Council mow the grass and pay for any tree works necessary.
- 5) Woodland Wildlife Area situated between Pasture Lane and the top of Halstead Lane.
- 6) Small piece of land on Riverway at entrance to carpark to rear of shops.

5. Bus Shelters & Public Benches: With the exception of the bus shelter at Broadway the Parish Council has ownership of the other bus shelters and many of the roadside benches.

6. Planters: The Council has 88 barrier/wall planters, the two Gaumless Troughs and provides plants for the In Bloom planters.

7. Christmas Lights: The Council currently erect around 50-55 trees on shops together with the large trees at Fountain Square and Holmefield House in addition to around 12 Column sets.

8. Works and Equipment: The Council has an extensive array of tools and equipment needed to operate its main day to day operations. The equipment is

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stored in various sites which need maintaining with equipment needing servicing and periodic replacement.

Three Year Work Plan:

Currently only large one-off projects are budgeted over two to three years with funds carried forward from year to year with the budget being set using estimated needs for immediate smaller repairs/replacement.

The increased portfolio of both Council assets devolved from the local authority and existing assets mean that a more comprehensive program of budgeted repairs and renewal need to be funded efficiently within a rolling three-year cycle.

As each phase of the necessary works are achieved works highlighted for the following two years are progressed with additional repairs for future years being factored in each year prior to budget setting in October/November.

Several urgent essential larger scale works have already been approved for 2025-26 with others needing including as urgent repairs, the Clerk recommends virement of some of the surplus in 2024-25 budget headings into new headings which will be needed to fund urgent works that need addressing in the first year.

Contingency Funds and Combined Funding Sources:

There is a need to widen the scope and include three new headings:

- 1) **Safety Inspections and Testing:** These costs cover many current budget headings and ideally should be funded from one source to give a truer reflection of the Annual Cost and should include heating safety inspections, Legionella testing, PAT testing fire extinguisher and fire alarm testing, lift and stairlift testing play equipment annual inspection, flag pole safety check and others:
- 2) **Tree Condition Surveys and Essential Tree Works:** The Condition Survey should be done every two to three years with the Council needing to undertake a new survey. The survey will identify immediate dangerous trees and give an overall picture of the condition of all trees on Council owned land. A central budget for all tree works should be created and built up to a reasonable level to take into account both tree condition highlighted in the survey and immediate emergency work caused by storm or wind damage land slip etc.
- 3) **Public Utilities:** This could be broken down to cover all billing sources.

Pride in Place Impact Fund:

Pendle Borough Council has been awarded £1,500,000 in Government funding which has been divided between the Borough, £192,934.00 has been awarded for use within the Barrowford and Western Parishes Area. After discussions with Councillors, Clerks and Officers a list of submitted projects was produced and will go before the Executive in March for approval. If approved these are the projects that will receive initial funding.

Barrowford Parish Council submitted numerous projects with 7 directly being supported. Some of these projects were year two, three or beyond aspirations. But if approved at the Executive will need to be carried out before the end of the 2026-27 financial year.

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The Parish Council will have to provide a level of match funding of around £23,000 for the projects when approved. This is a fraction of the true cost of the works and will allow quite a few of the larger projects within this plan to be carried out quickly.

Included Projects:

	Project Value	PIPIF Request	Match £
Memorial Park replacement of play equipment for older children	51,000	43,554	7,446
Memorial Park: replacement of outdoors gym	35,000	29,890	5,110
Memorial Park Signage and branding; directional fingers posts at all entrances and main walk ways of Memorial Park. And Budget permitting to do some further posts for the benefit of the Heritage Centre and perhaps in the town centre.	10,000	8,540	1,460
Memorial Park: Coronation walk wall repairs and Footpath widening	21,000	17,934	3,066
Holmefield House grounds. free standing community notice board along the Gisburn Road boundary	2,600	2,220	380
Holmefield House green retro-fit. Solar panels and battery system	29,820	25,466	4,354
Festive Lighting (new)	8,000	6,832	1,168
Total	157,420	134,436	22,984

Three other projects are included for Barrowford and may need Parish financial support one for a planter submitted by the In Bloom Group and two relating to Victoria Park.

	Project Value	PIPIF Request	Match £
A new raised bed with planting in the Shuttle next to the public toilets. Doesn't exist need to commission a shuttle shaped planting bed.	1,000	854	146
Victoria Park bench refurbishments	3,000	2,562	438
Victoria Park: Railings and street furniture improvements / painting to improve the visual amenity around Victoria Park lake	5,000	4,270	730

To achieve the objectives and timescales of the PIPIF funding, the Council will need to ensure that progress is made.

Three Year Plan Holmefield House:

Holmefield House was renovated in 2012-13 with a limited budget and many of the renovations need future attention or replacement, here is a short list of essential and desirable projects for the next few years:

Urgent Work Identified and Completed:

Year 1:

1. **Replacement Radiators to Ground Floor Toilets:** This Work has been carried out costs met by The Friends Group.
2. **Roof to Front Valley:** The work was completed in December at a cost of £3770.60.
3. **Lounge Flooring:** This was essential as it was becoming a trip hazard the work was completed in January 2026.

Year 2

4. **Main Kitchen:** The Kitchen is one of the PIPIF funded projects but has the potential to exceed the proposed budget. The Council will need to be mindful that the Council may need further contributions to complete this project.
5. **Solar Panels to Roof:** This also comes under the PIPIF funding and has been brought forward early due to this funding
6. **Large Communal Notice Board:** This is a recent addition and it will be of use to Holmefield House and the wider community.
7. **Double Glazing Units:** Several need replacing and this will be done during the summer.
8. **Decorating:** This should be continued with the lobby/toilets/downstairs kitchen being the next area to be done.

Year 3

1. **Fence to the Boundary of the Field:** This will be an expensive project and may take several years to achieve.
2. **Upgrading Heating System to Heat Source System:** Further investigation needs to be carried out on the suitability of this system for Holmefield House
3. **Car Park:**

Barrowford Memorial Park Three Year Plan:

Year 1:

Works completed this financial Year as Year One:

1. **Safety Surface at the Toddlers Playground:** This Work has been completed.
2. **Bin at Coronation Walk:** This has been installed and funded by the Friends Group.
3. **Modification of Railing to White Bear Entrance to the Park:** This has been completed and funded by the Friends Group.

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4. **New Wetland Footpath & Removal of Viewing Platform:** This work has been completed.

Year 2-3 Additional Works New Budget Headings

1. **New Play Equipment:** This work comes under the PIPIF funding and will be started this year.
2. **New Gym Equipment:** This work comes under the PIPIF funding and will be started this year.
3. **Coronation Walk:** This work comes under the PIPIF funding and will be started this year.
4. **Walls to the Banking behind Coronation Walk:** Soil erosion has undermined some of the walls around the trees. These walls need assessing and a scheme to repair will need to be implemented. £3,000 has been found from existing works budget to start the works further funding will need to be found.
5. **Bench Refurbishment:** £1,500 from existing maintenance budgets has been transferred to a specific budget heading to refurbish 5 benches within the park one has been completed with more to follow as time permits.
6. **River Wall Repairs:** A sum of £85,000 has been set aside over several years for this work there is also a BWPAC grant for £3,500 outstanding on this project. A license has been granted by the Environmental Agency and work should start mid-June 2026
7. **Tree Condition Survey:** A condition survey needs to be carried out on all Council land containing trees £4,000 has been set aside for this survey with additional available in the 2026-27 budget. The Clerk will obtain both a cost and a timescale for the work the funding will come from a specific Tree Management Budget.
8. **Urgent/Emergency Tree Works:** A contingency fund under a specific budget heading has been created. £5,245 has already be highlighted. A significant sum has been included in the 2026-27 budget for any major tree works highlighted in the Tree Condition Survey
1. **River Wall Capping Stones:** This work needs assessing as to whether it needs a licence from the Environmental Agency or if the Council can proceed with the work. £3000 has been found from the budget to progress the works and if necessary further funding being included in the 2026-27 budget.

The Council need to assess the repair needs from year two and further into the future with discussions with Pendle Borough Council, the Friends Group, the Heritage Centre, Parish Councillors and other interested parties. Any suggested works, refurbishments or renewals coming from these discussions should be assessed and discussed by the GP Committee and prioritised for inclusion in Future Budgets for funding.

Allotments & Garages Three-Year Plan:

The Allotment budget for 2025-26:

Allotments					
	Budget Heading	Budget	Spent	Residue	Percentage
L1	Allotment Expenses	2620.00		2620.00	0.00%

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L1a	Garage Clearance	300.00	185.06	114.94	61.69%
L1b	Gate Lowerclough	500.00	272.00	228.00	54.40%
L1c	Past Lane 1	1450.00	1450.00	0.00	100.00%
L1d	Skips	1000.00	360.00	640.00	36.00%
L1e	Road Repairs	4000.00	1315.00	2685.00	32.88%
L3	Asbestos Removal	1863.00		1863.00	0.00%
L4	Water Rates	2225.00	978.70	1646.30	37.28%

The table above shows the allotment budget with payments including October 2025

The figures in L1a, L1b, L1c, L1d, L1e were vired into these new headings from underspend on the 2024-25 budget and were not based on an actual cost but as a primer to start these works.

Works completed or started in Year One:

- 1) Pasture Lane No. 1 plots 32,33,36,37:** Removal of detritus from past usage, cost £1450.00 + vat. **Work Completed**
- 2) Hill Top:** Garage needs emptying as the Council has a potential tenant for this garage. **Work Completed and Garage Let**
- 3) Gate Post Lowerclough Street: This work has been completed**
- 4) Track at Bullholme:** The Clerk has asked for a quote for this work in two phases as some of the pruning may have to wait till after the bird nesting season. **Work Started with the First Phase nearly Completed.**
- 5) Skips:** Two skips supplied to Pasture Lane with future provision for other sites as necessary.
- 6) Asbestos Lower Parkhill:** Further asbestos has been found at Lower Park Hill and Pasture Lane No2. The Clerk will arrange disposal over the winter. **Ongoing**
- 7) Allotment Clearance:** The Council staff with possibly contractors will start to clear some plots for reletting from the existing maintenance budget. Pasture Lane No.3 Plot 33 & 34 had some tidying with some asbestos to remove. **Works Ongoing**

Dependant on budget underspend latter in the year some of the other priorities for year two could be started.

Year Two projects and budget requirement:

- 1) Pasture Lane 2 Track work:** Quotes will be sought but it could be around £4-5,000
- 2) Polytunnel Refurbishment Lowerclough:** To refurbish one of the polytunnels at Lowerclough £1,500.00
- 3) Vacant Plots:** Continued clearance of vacant plots and strimming of needed to relet less overgrown plots. £4,000
- 4) Asbestos Removal Contingency Fund:** £2,000 allocated arrangements to remove the asbestos will be made.
- 5) Potential Tree Inspection and any subsequent Works:** These will fall under relevant Budget headings. The Clerk will arrange for the tree survey to be carried out when practicable.
- 6) New Necessary Improvements:**

Year Three projects and budget requirement:

- 1) **Polytunnel Refurbishment Lowerclough:** To refurbish one of the polytunnels at Lowerclough £1,500.00.
- 2) **Vacant Plots:** Continued clearance of vacant plots and strimming of needed to relet less overgrown plots.
- 3) **Skips:** Budget £1,000
- 4) **New Necessary Improvements:**
- 5) **Allotment Contingency Fund:** It may be wise to have a 20% contingency fund to cover all expenditure on allotments.

Income: As Work is seen to progress allotment rents will need to rise to help cover the costs of these works. Allotment rents in Barrowford need to be at a similar level to allotments in other local areas.

Three Year Plan: Council Transport, Infrastructure, Tools, Festive Decorations, Street Signs:

1. **Transport:** The Council has relied on employee's vehicles for transporting materials, towing trailer's etc. The Council needs to provide its own vehicle for heavy work rather than rely on employee's vehicles. The Council needs to either purchase a suitable vehicle or lease one. The Council has £20,000 in the new equipment budget and this should be addressed as soon as possible.
2. **Other Transport:** Council staff should still use their own vehicles for lighter duties and where necessary and be paid the 45p per mile allowance.
3. **Storage:** The Council is running out of storage space and the cheapest solution is to site another container to the rear of the Annex at Holmefield House. The cost would be around £2,500 this should be done in year one.
4. **Annual Inspections of Huts:** This should be done annually with works being included in the budget.
5. **Mowers, Strimmer's Chainsaws, Blower:** These need annual servicing during the winter months so as to be ready for the forthcoming growing season.
6. **Ride on Mower:** The Council needs to set aside funding for the possible replacement of the mower in year three.
7. **Mowers Strimmer's and Chainsaws, Blower, Power Tools:** Sufficient funding should be available in the budget to replace any item that becomes either unserviceable or beyond economic repair.
8. **Festive Decorations:** A percentage of the lights used on shop fronts are replaced each year along with brackets and this should be continued. The Column mounted decs are stored and maintained by LITE at Burnley but some of the decs are 20 year old and the older ones should be replaced with more modern sets. The first stage could be started after this year's festive season from the existing budget making use of the post season sales.
9. **Tree's at Holmefield House and Fountain Square:** These are not covered by the current maintenance agreement, perhaps this should be discussed with LITE and if economically viable included in the current maintenance contract.

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- 10. Planters:** The planters seem to last forever but the original ones were installed to mark the Queens Golden Jubilee in 2002 so the Council needs to be aware that at some point some will need replacing.
- 11. Barrowford Signs:** The wooden planters with Barrowford signs have rotted out and need either replacing or the signs put on poles. The quality of tanalised soft wood has deteriorated in recent years through regulation of the chemicals used with a life expectancy of around 5 years. The Council should consider mounting on poles or using oak for the planters at a much greater cost. The Clerk will look at the best way of refurbishing the signs and if posts are the preferred option speaking to Highways in regard of installation.
- 12. Benches:** The Clerk has sent a bench for powder coating as a memorial bench in the park, and refurbished three of the old Barrowford benches these have been for striped, repaired and powder coated, this method is used by Pendle to refurbish benches and is cost effective. The Council has numerous Barrowford benches many of which are over 20 years old the Council could refurbish all the others on a rolling programme over the next three years and possibly offer some as Memorial benches for a fixed cost. The first three have had plaques attached commemorating the service of the first three Chairs of the Parish Council a further 4 plaques have been ordered.
- 13. Notice Boards:** The Council currently has 5 notice boards; the newest one is of a metal construction attached to the bus shelter at Dicky Nook the other four are of a hard wood construction and around 20 years old. The Clerk will assess the viability of refurbishing these noticeboards as opposed to replacement. The Holmefield House notice board would be better replaced with a larger freestanding board on the boundary with Gisburn Road and this is being partially funded by the Pride in Pendle Fund.

Current Budget from Various Headings

	Budget Heading	Budget	Spent	Residue	Percentage
W3	New Equipment	20280.00		20280.00	0.00%
W4	Christmas	10450.00	704.00	9746.00	6.74%
W6	General Maintenance	5800.00	545.65	5254.35	9.41%
W6c	Toilet Repair/Upgrade	9000.00		9000.00	0.00%
W6f	Tree Survey	4010.00		4010.00	0.00%
W6g	Land Dickie Nook	2050.00		2050.00	0.00%
W6h	Church Street Finger Post	910.00		910.00	0.00%

The table above shows the Relevant budget with payments including October 2025

- W3a Works Van/Pickup:** This has now become urgent, does the Council buy a van or lease and what type but a decision needs to be made sooner than later.
- W3b Container at Holmefield house:** £3,000 should be found in the existing budget to buy a container early in 2026.
- W3c Council Huts:** An annual inspection with a contingency fund set aside for repairs and maintenance of huts.
- W3d Service costs for Ride on Mower, Mowers, Strimmer's & Chainsaw:** Annual service costs for all essential outdoors machinery.
- W3e Replacement Contingency for Out Door Machinery:** A contingency for replacement of equipment beyond economic repair.

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6. **W4a Festive Decorations:** 8 new Column lighting sets and infrastructure have been included in the PIPIF Funding and when approved will be ordered in time for use Christmas 2026.
7. **W4a Festive Decorations** Rolling programme of replacement of Column Lighting with some being replaced each year. The Clerk will discuss 2026 with LITE and report back in January.
8. **W4b Shop Lights:** As these are not covered by the maintenance contract 10-12% are renewed annually.
9. **W4c 2 Illuminated Trees:** A contingency fund needs to be set aside for any repairs needed on an annual basis.
10. **W5a Planter Replacement:** A sum should be set aside each year for replacement as some are over 20 years old.
11. **W6c Fleece Toilets:** A decision needs to be made regarding the future of the toilets.
12. **W6G Land at Dicky Nook:** The existing budget stands at £2,050 pounds to cover the cost of a new bench and installation next to the phone box with the residue earmarked for the re-bedding of the top stones on the retaining wall behind the bus shelter and former phone box.
13. **W6h Barrowford Signs and Notice Boards Church Street Finger Post:** The signs need refurbishing. and mounting on either single poles at height or on twin poles at lower level. The Clerk will talk to Highways regarding the best option and cost.

Funding for Year Two:

Funding for year two will be dependent on several main factors:

1. Any increase in the level of reserves the Council need to carry forward.
2. Underspend within current budget headings and completed projects which can be reallocated to other projects.
3. Costings for the River Wall Project which would give the Council an informed opinion of either additional funding required or if there will be a surplus within funds already allocated.
4. Costings for proposed projects.
5. Availability of grant funding.
6. Inflation and Staff wage increases.
7. Decreasing Interest Rates.
8. Grant Funding Available
9. Priority of the Project dependant on both financial cost and potential safety implications.

As can be seen there is quite a lot of work needs to be done on Year Three Projects within the plan but progress on many of the major works has been speeded up to year two by the Pride in Place Funding.