



EARBY TOWN COUNCIL

UNDESIGNATED CAR PARK ACCESS POLICY

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Date of Policy: 21st October 2025
Date of Approval: 28th October 2025
Policy version reference: v1.0
Policy effective from: 28th October 2025
Date for next review: 26th October 2026

Purpose

The purpose of this policy is to implement and communicate conditions of access to land owned by the Town Council at Cemetery Road, Earby and provided for off road parking of vehicles. The aim of the Council is to alleviate on-street congestion of regularly used vehicles and thereby improve road safety and access to residents and visitors to the area, whilst keeping the cost of implementation and ongoing site management to a minimum for the wider electorate.

This policy provides a number of measures collectively designed to address anti-social use of the land which includes but is not restricted to:

- Unroadworthy vehicles being abandoned on the site.
- Uninsured vehicles being left at the site.
- Recreational vehicles being stored for long periods out of season.
- Fly tipping of waste.
- Parking on grass verges.
- Carrying out business activities on the land.

The land referred to in this policy is marked in red in Appendix B and this policy applies to all persons entering the site.

Introduction

The land was acquired by the Town Council from Pendle Borough Council in April 2019 who improved the waste ground the same year with drainage, a tarmacadam surface and line marking for 32 bays for car parking.

The site has not had an access and use policy applied to it previously, nor any form of physical access control.

Increasingly, unroadworthy vehicles have been abandoned and stored at the site, including occasional abandonment of caravans, trailers and accident damaged vehicles, reducing the number of available bays to residents and visitors, and damaging the visual amenity. Complaints also relate to the long term seasonal storage of recreational vehicles, damage to grass verges, business activities being carried out and the fly tipping of commercial waste.

The Town Council is responsible for the business rates applicable to the site, it makes no income from the land.

At the Town Council meeting of 29th September 2025, Members resolved to implement a range of options to address complaints from residents and staff as follows

1. Implementation of an access/use policy
2. Installation of signage restricting access to the private land in line with the policy
3. Pursuance of Community Protection Notices against those persistently breaching conditions of entry
4. Installation of a height restriction barrier at the entrance
5. Installation of a knee rail fence to protect the verges

Permitted Access and Use

This policy applies to all users of the site and will be clearly displayed in signage with links to the relevant council website.

Vehicles may only be temporarily parked on the land where the following conditions are met

- **All vehicles must have a valid Road Excise Licence in place at the time of a site inspection**
- **Where required, vehicles must have a current MOT certificate**
- **Vehicles must be in regular use and not stored at the site for extended periods without moving**
- **No trailers, boats or caravans are to be left on site**
- **No vehicles over 2 metres in height will be afforded access via a physical height barrier**
- **No parking is to take place on grass verges or pavements**
- **Vehicles must only be parked in a designated bay**
- **Oversize vehicles exceeding a single bay shall only be admitted by arrangement**
- **No fly-tipping to take place**
- **No business activities are permitted on this site**

Enforcement

Earby Town Council will take necessary and proportionate action where conditions of use of this land are breached in line with the legislation in force at the time. The council aims to challenge persistent anti-social behaviour robustly in the interests of the wider community.

Maintenance

Earby Town Council is responsible for the maintenance of the site and will maintain hedgerows, grass verges and surfaces as required.

Liability

Earby Town Council is not responsible for theft, damage or loss of any vehicle or its contents while parked. Users are advised to lock their vehicles and not leave valuables inside.

Review

This policy shall be next reviewed in October 2026 and thereafter annually in the month of May ahead of the Annual Meeting of the Town Council.

Amendments

This policy is subject to change and the last version will be published at <https://earbytowncouncil.gov.uk/carparks>

Further Information

For questions, complaints or to report breaches of this policy please contact: The Town Manager, Earby Town Council, Victoria Road, Earby BB18 6US

01282 844965

clerk@earbytowncouncil.gov.uk

Appendix A

Signage Wording

(Council Logo)

Earby Town Council

Access Policy 2025

This is private land owned and operated by Earby Town Council and intended to provide free parking for residents and visitors of roadworthy vehicles used regularly.

Vehicles may be left here at the owner's risk where the following conditions of use are observed. We reserve the right to restrict entry to this land.

- All vehicles must have a valid Road Excise Licence
- Where required, vehicles must have a current MOT
- Vehicles must be in regular use and not stored here
- No trailers, boats or caravans
- No vehicles over 2 metres in height
- No parking on verges
- Park in a designated bay
- Oversize vehicles only by arrangement
- No fly-tipping
- No camping

A breach may result in the removal of a vehicle at the owner's expense and/or prosecution and fines issued under relevant legislation.

For full details of the access policy, please visit

www.earbytowncouncil.gov.uk

01282 844 965

(insert QR Code to
dedicated web page)

Appendix B

