



EARBY TOWN COUNCIL



Chair: Cllr T. Hardman
The Parish Rooms, Victoria Road,
Earby, Lancashire. BB18 6US
Tel: 01282 844965
email: clerk@earbytowncouncil.gov.uk
website: <https://www.earbytowncouncil.gov.uk/>

Meeting of Earby Town Council
Monday 17th August 2026
The Parish Rooms, Victoria Road, Earby

MINUTES

1. Welcome

Councillor Hardman, Chair to Council, welcomed all present to the meeting at 7.30pm

2. Attendance, Apologies, and non-attendance

The attendance of members was recorded: Cllrs T. Hardman, J. Myers, V. Cocker, D. Anderson, S. Wadsworth and T. Dickinson were present. Apologies were received from A. Inman and were accepted.

3. Declarations of Interest

Declarations of interest were notified on the agenda by Cllrs D. Anderson, S. Wadsworth and A. Inman for item 10.3 as allotment holders.

4. Exclusion of the public and press

No items were identified as meeting the criteria for exclusion of the public and press.

5. Councillor Vacancies

Council reviewed the response to recent communications identifying several casual councillor vacancies on the Town Council and resolved to co-opt Mrs G Taylor into a vacancy (Proposed DA, 2nd VC). Cllr Taylor was welcomed to the council by the Chair.

6. Minutes

Council resolved to accept and approve the minutes of the last full council meeting held on [Monday 29th June 2026](#) as an accurate record (Proposed TD, 2nd SW).

7. Public Participation

Pendle Borough Councillor G Whittaker was present for the duration of the meeting.

8. Update of ongoing issues from previous Minutes

The Town Manager provided an update to members on the progress made against the following ongoing issues.

8.1 A summary of maintenance tasks carried out since the last meeting was presented to council which included the removal of graffiti from numerous sites, allotment boundary repairs and the removal of waste from abandoned allotment plots.

8.2 All the council's playgrounds continued to be inspected weekly, with graffiti and litter being removed at each visit, particularly at Rushton Avenue and Birley Playing Fields which consistently require the most maintenance and repair.

8.3 The Town Manager reported that the bus station public toilets were fully operational following an extended period being unavailable. The installers of the card payment and access system had fitted a complete set of new readers which had resolved the problem.

8.4 The two football pitches were undergoing turf treatments during the closed season to remove excessive thatch and improve the goal mouth areas in addition to scarifying and new seeding. A complaint had been resolved regarding the temporary odour emitted from a pile of grass cuttings during the hot weather.

8.5 The work had been completed to provide the Earby Events Group with a storeroom at ground level.

8.6 The Town Manager reported that he had met with the approved installation engineer for the Blackburn with Darwen CCTV control room to discuss a revised approach to updating the town centre CCTV infrastructure and two new cameras to cover the Station Hotel WC and Hill Top Recreation ground. The latter proving particularly challenging to connect to the infrastructure. A new quotation would be provided and considered in due course.

9. Crime Prevention/Anti-Social Behaviour

Members discussed criminal damage, graffiti and anti-social behaviour across the town during the school holidays and the need to report issues to the local police team to ensure that their data correctly reflects the problems experienced by residents for resource allocation.

10. Allotments

Council received an update on the current position with tenancies and recommendations for the future management of the Council's five allotment sites, following an internal review and research on national best practice and the appointment of an additional staff member;

10.1 Council noted the variation in the condition of plots, outdated fee structure, ongoing costs to the council, tenancy agreement content, current vacancies and the waiting list status.

10.2 Council resolved to approve a revised inspection and enforcement process (Proposed TH, 2nd VC).

10.3 Council resolved to review the fee structure which had been fixed for at least 7 years.

Council amended the fee calculation to reflect rising water provision costs, increased repair and maintenance costs and bring its fees in line with the regional average. Council resolved to differentiate between Allotment and Garden plots, and Earby residents and non-residents in the pricing structure. The new fees would be implemented in the invoices to be issued in October for the next growing season (Proposed TH, 2nd VC).

10.4 Council resolved to implement a reward process for tenants excelling in cultivation of their plot/site (Proposed TH, 2nd VC).

10.5 Council resolved to commit to accompanying the officer conducting monthly inspections of sites when a member was available (Proposed TH, 2nd VC).

11. Pride in Place Impact Fund

11.1 Council noted initial feedback received regarding the proposal to redevelop of the former railway embankment opposite Humble Pie following site meetings with Pendle Borough Council and Lancashire County Council. Further work was to be carried out on the design proposals and additional meetings with partners to reach an agreement on the final design and materials.

11.2 The Town Manager confirmed that applications had been prepared and submitted for PIPIF phase 2 funding for the following projects in line with the resolutions made at the last meeting;

11.2.1 Improvement of the former railway embankment site as initially proposed by Cllr Wadsworth (Original bid amount £45,000)

11.2.2 The installation of an accessible footbridge across Wentcliffe Beck at Birley Playing Fields to access the playground site (Original bid amount £25,000)

11.2.3 The completion of the refurbishment of the upstairs community room at the council offices (Original bid amount £9,000).

The applications would be considered by Pendle Borough Council at the Executive Committee Meeting on Thursday 27th August 2026.

12. Correspondence

12.1 Members were informed of correspondence received relating to the renewal of the Alcohol Control PSPO and views would be sought on the necessity to renew it and the evidence to support it.

12.2 Members agreed that the peat-free hanging basket displays met the usual high standards and an order would be placed with the current supplier for next year.

13. Holiday Hostel

Members received an update on issues arising from the Earby Holiday Hostel.

13.1 Council noted the requirement for repair work to the pointing on the gable end of the building where it meets an adjoining property.

13.2 Council noted the receipt of a notification from the current business lease holder to surrender the lease at the next break clause in Spring 2027.

13.3 Council noted the requirement to consider and select an option for the future of the hostel at the next full council meeting. This would then inform the 2027/2028 Budget requirements in November and provide officers with the opportunity to put in place arrangements for a smooth transition/exit. Arrangements for a visit to the premises by members were to be made during September.

14. Planning Applications

There were no new planning applications received and circulated since the previous meeting that Members had sought to debate.

15. Reports from meetings with other organisations

15.1 Cllr Myers updated the meeting on the activity of the Earby Events Group. Details of events and opportunities to get involved can be found at <https://www.earbyeventsgroup.org> and <https://www.facebook.com/groups/2945498095743629/>

15.2 Cllr Hardman updated members on the progress made in securing design options and costings for a new replacement playground at the existing Birley Playing Field playground site. A formal decision on the chosen design and provider was imminent, and the group would thereafter present their choice to council at the next meeting to seek approval for its implementation on council land and the future maintenance costs to be met by the town council.

15.3 Cllr Anderson provided a summary to council of her attendance at the last West Craven Committee meeting of Pendle Borough Council.

16. Finance

16.1 Council resolved to approve the Payment List, as circulated (Proposed TH, 2nd SW).

16.2 Council received and noted the latest (Year to Date) Payments & Receipts document and the Council's current Earmarked Reserve funds.

16.3 Council noted, and Cllr Anderson signed this month's reconciliation report between the bank account and the Council's accounting software.

17. Next Meeting Date

Council noted the next scheduled full meeting of the Town Council to be **Monday 28th September 2026**.

An agenda will be published in advance of the meeting to confirm it taking place.

18. Meeting Close

The meeting was closed at 21.30hrs and Cllr Hardman thanked all present for their attendance and contribution.