



Up Holland Parish Council

Clerk: Mrs Elizabeth-Anne Broad JP, LLB(Hons), MA, CiLCA
1 Pinewood, Skelmersdale, Lancashire, WN8 6UZ
Mobile: 07973340254
e-mail: clerk@uphollandpc.gov.uk

The Minutes of the meeting of Up Holland Parish Council held on **Tuesday 13th January 2026 at 7.30pm** in Up Holland Methodist Church, Alma Hill, WN8 ONR.

Present: Cllr Neil Smith (Chairman), Cllr Jenny Whiting (Vice-Chairman), Cllr John Gardner, Cllr Helen Johnston, Cllr Alex Stoddart, Cllr Richard Taylor.

Public participation: Eleven members of the public present all sharing the concern that development at St Joseph's College, College Road, Roby Mill was causing disruption and pollution due to the bringing in of material that was spreading wide along the road and water ways and being in such abundance as to be walked into their homes. There is also a smell of food waste emanating from the material being transported in. It can be seen along College Road and Roby Mill that shiny material, plastics and glass accumulating in the gutters and contributing to flooding where it blocks drains. Development is believed to be planning permission 2002/0689 application Creation of 27-hole golf course with club house and maintenance building. The amount of material brought in by HGV appears to be in excess of what would be required for this development. Residents are concerned that this is, in effect, waste disposal rather than development of the site and seek assurance from agencies that this is not the case.

MINUTES

1. To record apologies for absence

Apologies were accepted from Cllr Andrew Grant, Cllr Gill Sinnot, Cllr Nigel Swales, Cllr Linda Jones, Cllr Neil Pye.

2. To receive declarations of interest

None declared.

3. To ratify as a correct record the Minutes of the meeting held 9th December 2025

The Minutes were accepted as a correct record of the meeting and duly signed by the Chairman.

4. Financial Matters:

• **Accounts for ratification and payment**

Methodist Church	130126	Room hire general meetings	98	£20.00
P & R Electricals	140126	Christmas lighting 75%	99	£3,375*
Eurooffice	140126	Stationery	100	£149.93*
Neil Smith	140126	Chairman's Allowance	101	£200.00
St Thomas's School	140126	Grant for forest school	102	£500.00
Yates Playgrounds	140126	New safety surfacing	103	£4,632*
nPower	140126	Electricity for clock	104	19.18*
Kompan	140126	Calisthenic equipment	105	£16,796.64*
Wm Fernandez	160126	Cleaning 3 noticeboards	106	£15.00
Info Commission	230126	Data Protection Registration	107	£47.00
Water Plus	230126	Bowling green water tap	108	£46.34*
Handyman UpH	230126	Mill Lane fence repair	109	£400.00
HMRC	260126	Tax and NI payments	110	£426.70
E A Broad	260126	Salary, expenses	111	£1,513.68
Yates Playgrounds	250126	Play area inspections	112	£352.00*
Sphere Architects	270126	Bowling green/allotment plans	113	£156.00*
NEST	290126	Pension payment	114	£232.64
Unity Trust	300126	Bank charges – monthly	115	£7.20

The accounts were ratified and authorised for payment.

• **Confirmation of precept request at £71,000.00 financial year 26/27**

The budget review suggests £71,000 for the annual day-to-day running of the parish council. Comparison with last year below:

Year	2025	2026
Precept	£ 68,000	£ 71,000
Tax Base	2630.73	2610.26
Band D equivalent	£ 25.85	£ 27.20

This is an increase of £ 1.35 in a Band D property.

It was resolved to request £71,000.00 precept for the next financial year.

- **Confirmation of Finance Meeting 7pm Tuesday 20th January 2026**

Agenda circulated.

5. To record any police issues

There has been more vandalism at Crawford Village Hut & Playing Fields where the bee hives have been destroyed. The wooden slats from inside the hives were strewn along Dukes Wood Lane, leading into Skelmersdale. PCSO Neil Smith had attended to record concerns.

6. To discuss concerns about St Joseph's College, College Road, Up Holland

It was resolved to:-

Respond to WLBC on the following application, pointing out that the Parish Council want a Planning Committee Decision on this, rather than it being determined by Planning Officer alone.

2025/1091/NMA | Non-material amendment(s) to planning permission 2002/0689 - Re-alignment of internal access road, updates to tree protection & tree removal, reconfiguration of practice green area. | St Josephs Conference Centre College Road Up Holland Skelmersdale Lancashire WN8 0QE

The Planning Portal blocks comments on this application as it is presented as a non-material amendments so the following response will be sent to Plan.Apps@westlancs.gov.uk

Parish Council Response:
Application Reference: 2025/1091/NME

Up Holland Parish Council strongly objects to this application being determined as a Non-Material Amendment and formally requests that the proposals are instead submitted as a full planning application and referred to the Planning Committee for determination.

The Parish Council notes that the original planning permission (2002/0689) was granted in 2002, some 24 years ago. Planning policy, environmental standards, and site circumstances have changed significantly since that time. As such, any alterations to the approved scheme must be assessed against current national and local planning policy, rather than treated as minor or inconsequential amendments to an historic consent.

The proposed changes are material in nature and have demonstrable impacts on neighbouring land, residential amenity, and the public realm. In particular, the re-

alignment of the internal access road, the reconfiguration of the practice green, changes to tree protection arrangements, and—most notably—the alteration of land levels go well beyond what could reasonably be described as non-material.

Significant quantities of material have already been imported to the site to alter ground levels. These works are already having adverse consequences. Flooding has occurred across the public footpath that passes through the land, rendering it unwalkable. This raises serious concerns in relation to surface water management, drainage capacity, and public safety, and is contrary to the principles of sustainable drainage and flood risk management set out in both national policy and the West Lancashire Borough Council Local Plan.

In addition, material brought onto the site has spread beyond the application boundary and has been observed within neighbouring watercourses. This gives rise to further concerns regarding pollution, increased flood risk downstream, and harm to the local environment, none of which have been properly assessed through this application.

The Parish Council is also distressed by the extent of tree loss that has already occurred on the site. The submitted plans indicate further tree removal, which would result in additional harm to the landscape character, visual amenity, and ecological value of the area. Given the scale of proposed changes to tree protection and removal, these matters require full scrutiny through a formal planning application, supported by appropriate arboricultural and environmental assessments.

Taken together, the age of the original permission, the scale of physical changes proposed, the alteration of land levels, the impacts on drainage and public rights of way, and the further loss of trees clearly demonstrate that these proposals are material. The Parish Council therefore considers that this application cannot reasonably or lawfully be treated as a Non-Material Amendment.

For these reasons, Up Holland Parish Council requests that the application be refused as a non-material amendment and that the proposals be submitted as a full planning application, subject to full public consultation and determination by the Planning Committee.

It was further resolved to advise:-

Residents who also object to the alteration of levels, as requested in this application are encouraged to respond via the email PlanApps@westlancs.gov.uk as the WLBC Planning Portal has no 'comment' box against this application.

Residents who are affected by the dust, debris, glass on the pavements or roads around the development, may contact LCC Highways to complain, by letter to County Hall, Preston, email or via the Love Clean Streets App.

Neighbours, whose water courses are affected by this development, should inform the Environment Agency.

Anyone experiencing nuisance from the smell, should report this to WLBC Environmental Health department, using the WLBC Website form.

The Clerk was instructed to use the parish council website to spread the message to residents who wish to complain.

7. Review of Christmas Lighting

The blue and white string lighting was compressed too tightly; please can the company stretch them out next year.

8. Ward Reports: Update the meeting on issues Councillors are attending to

Tontine Ward: Lawns Avenue Play Area was looking good after the overhanging trees were cut back. The main bins were emptied but the dog bin was not.

Village Ward: Ivy had been removed from the walls along Grove Road and Parliament Street.

Crawford Ward: It was resolved to ask LCC Highways permission for the Welcome to Crawford Signs, at the locations specified by what three words as: crash.unless.bucks (approaching from Rainford near the existing road sign) and Long Lane mops.refrained.park. The black cut-out mining design was preferred for the art work with the wording as

WELCOME TO CRAWFORD
PLEASE DRIVE SLOWLY THROUGH OUR VILLAGE
TAKE CARE OF OUR CHILDREN AND PETS

The quotation from Signs of the Times was accepted as within budget.

- **Organisation of a Litter Picking Group**

The drafted documentation was accepted and it was noted that the group might call themselves 'Cleaner, Greener Up Holland' or similar. A logo will be designed, and the group promoted via the parish council website. Litter-picking walking routes will be organised administratively. It was resolved that the parish council support with the provision of equipment.

9. Update on new website, consider draft IT Policy and compliance with Assertion 10 SAPPP Practitioners Guide

Assertion 10 Declaration

Up Holland Parish Council confirmed that it complies with the requirements of Assertion 10 of the Annual Governance and Accountability Return. In particular, the Council operates a generic email address hosted on an authority-owned domain, maintains a website that meets WCAG 2.2 AA accessibility standards so far as reasonably practicable, and has adopted an IT Policy covering the secure and lawful

use of digital devices. The Council further confirmed that it complies with data protection legislation and the data protection principles set out in UK GDPR and the Data Protection Act 2018.

Parish Council IT Policy

(For small parish councils – aligned with NALC / SLCC / PKF Littlejohn and AGAR Assertion 10)

1. Purpose

This policy explains how the Parish Council uses IT and digital systems safely, lawfully, and responsibly. It applies to all councillors and the Parish Clerk.

The policy supports good governance, compliance with data protection legislation, and the Annual Governance and Accountability Return (AGAR), particularly Assertion 10.

2. Who This Policy Applies To

This policy applies to: - All councillors - The Parish Clerk - Council-owned IT equipment - Personal devices used for council business

3. Responsibilities

- The Parish Council is the data controller for all personal data it holds.
- The Parish Clerk manages day-to-day IT arrangements.
- Councillors and the Clerk must follow this policy when using IT for council business.

4. Email and Digital Accounts

- Council business must be carried out using a council email address hosted on an authority-owned domain.
- Personal or free email accounts should not normally be used for council business.
- Passwords must be kept secure and not shared.
- Access to council systems must be removed promptly when a councillor or employee leaves office.

5. Acceptable Use

IT systems must be used: - Only for legitimate council business - In line with the councillors' Code of Conduct - In a way that protects council information and personal data

Users must not: - Share council information with unauthorised persons - Install unauthorised software on council devices - Use council IT for unlawful or inappropriate purposes

6. Personal Devices (BYOD)

- Personal devices may be used for council business where necessary.
- Devices must be protected by a password, PIN, or biometric security.

- Care must be taken when accessing council information on public or unsecured networks.

7. Data Protection and Security

- The council will comply with UK GDPR and the Data Protection Act 2018.
- Personal data must be handled lawfully, fairly, and securely.
- Devices should be locked when not in use and kept up to date with security updates.
- Any actual or suspected data breach must be reported immediately to the Parish Clerk or, if appropriate, the Chair.

8. Website and Accessibility

- The council will maintain a website to support transparency.
- The website will meet WCAG 2.2 AA accessibility standards where reasonably practicable.
- Online documents should be accessible and reviewed periodically.

9. Breaches and Review

- Failure to follow this policy may result in action by the council.
- This policy will be reviewed at least every two years or sooner if required.

Adopted by the Parish Council: 13th January 2026

Minute reference: Item 10

Next review due: January 2028

It was resolved to agree Up Holland Methodist Church IT use policy and for the Clerk to sign their paperwork accordingly.

10. Proposed Myawaki Forest planting at Janet Lally Field

The Clerk reported that Ian Wright has sufficient locations for micro-forests at present however there are a number of projects with too many trees and these are looking for homes so he will contact the parish council with a time scale shortly.

11. Play Area Issues:

- **Mill Lane:**
 - **New Equipment snagging issues**

The calisthenic equipment from Kompan was installed. This meeting was concerned that it was not in the position agreed on the map given; it did not include instructions or QR codes and the safety surfacing wasn't wet-pour. These had all been discussed with sales at Kompan. However, the installation does match the quotation provided. The Clerk was instructed to express the disappointment over these snagging issues. A new combination padlock is on the gate with the Clerk having the code.

- **Footpath through from Hall Bridge Gardens**

In progress.

- **Broken fencing repairs/removal**

It was resolved to accept a quotation of £400 from Up Holland Handyman. This quotation being compared with one of £695 previously obtained.

- **Farley Lane:**
 - **Consider spending NCIL on this site – £967.39 (Roby Mill Oct 2022)**

It was agreed to use Neighbourhood Community Infrastructure funding to meet Yates Playgrounds' invoice for £975 for new wet pour around the play equipment at Farley Lane Play Area.

- **Lawns Avenue:**
 - **Urgent tree work needed over Christmas period**

SMN Trees visited and made safe the overhanging boughs at Lawns Avenue Play Area over Christmas. The invoice is awaited.

It was resolved to power wash the wet pour to remove algae at a cost of £540 + VAT

12. Update on development at Hall Green Bowling Green

It was resolved to seek advice from Nicola Atherton of Sphere Architects on removing the wooden shed and replacing it with a brick-built toilet and kitchenette block to support whatever facility the green is used for in the future.

It was resolved to use the last of the Capital Grant (up to total £2,766.15, reclaim of £1,233.15 or 60%) to purchase and install a table tennis table at the bowling green.

The table chosen is the Cornilleau outdoor table tennis table 510 pro-outdoor-static from Xylem Holding Ltd in Essex.

13. Update from LALC (Lancashire Association of Local Councils)

The next area committee meeting will be on 22nd January 2026 at 7pm in WLBC Council Offices.

14. Any Update from Borough or County Councillors

It was resolved to accept LCC offer of a lease for 125 years for the walled garden outside the Good Catch Chip Shop and to continue through Dootson's solicitors to agree the terms of this lease. The Clerk was asked to amend the documentation so that it reads Up Holland and not Upholland Parish Council and to confirm who will register the lease with the Land Registry.

15. To consider any planning issues or applications

**Order Making Authority: Lancashire County Council
Title of Order: The Lancashire County Council - Footpath at Ayrefield Road
and Ayrefield House, Up Holland DMMO 2019**

Planning Inspector will commence at 10am 24th March 2026 at Tanhouse Community Centre, Ennerdale.

Application Number: 2025/0956/FUL

Proposal: Proposed alterations to existing external hardstanding to accommodate No.3 low level delivery bays.

Location: Victorian Plumbing Units 1-4 Pimbo Point Potter Place West Pimbo Up Holland Skelmersdale Lancashire WN8 9PW

Parish Council Response: Up Holland Parish Council has no objection to this proposal.

Application Ref. No: 2025/1092/FUL

Proposal: Erection of a single-storey garden room, for use as a golf simulator.

Location: 1 Manor House Drive Crawford Village Up Holland WN8 9QZ

Parish Council Response: Up Holland Parish Council has no objection to this proposal.

Application Ref. No: 2025/1091/NMA

Proposal: Non-material amendment(s) to planning permission 2002/0689 - Re-alignment of internal access road, updates to tree protection & tree removal, reconfiguration of practice green area.

Location: St Josephs Conference Centre College Road Up Holland WN8 0QE

Parish Council Response above. There is no 'comment' box on the online portal.

Application Ref. No: 2025/1023/CON

Proposal: Approval of details reserved by condition no's 7 & 10 of planning permission 2020/1132/OUT relating to Photographs and Electrical Installation Certificates and Residents Packs.

Location: Land Adjacent To Lindsay Cottage Crawford Road Crawford Village Up Holland Lancashire

Parish Council Response: None, as no 'comment' box on the online portal.

Application Ref. No: 2025/1025/FUL

Proposal: Existing flat roofs to be replaced with low pitched roofs with new rainwater goods, external wall insulation, window and door replacements with like for like designs.

Locations: 1,5,8,10,13,15,19,24,25,28,32 Darfield - WN8 0AT

3,5,8,10,12,14,15,23 Danbers - WN8 0AT 3,17,23 - Daybrook - WN8 0AS 13 Chequer Lane

Parish Council Response: Up Holland Parish Council has no objection to this proposal.

Application Number: 2025/0952/SCR

Proposal: Screening Opinion - on the need or otherwise for an Environmental Impact Assessment [EIA] in respect of the proposed residential-led redevelopment of the former Ravenhead Brick Works Factory.

Location: Ravenhead Works Chequer Lane Up Holland Skelmersdale Lancashire WN8 0DD

Decision: It has been determined that a planning application will be required for this Environmental Impact Assessment.

The meeting noted that the following DMMO had been halted and the Clerk was instructed to obtain an update from LCC Public Rights of Way Officer.

Reference: LSG4.AS002.888.2749

**RE: WILDLIFE AND COUNTRYSIDE ACT 1981 – PART III
APPLICATION FOR DEFINITIVE MAP MODIFICATION ORDER
TO RECORD THE UPGRADE OF FOOTPATH AND BRIDLEWAY TO BYWAYS
OPEN TO ALL TRAFFIC ALONG WHITLEY LANE, UPHOLLAND,
SKELMERSDALE**

16. Resolution for the Exclusion of Press and Public

It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act and as, in all circumstances of the case the public interest in maintaining the exemption under Section 12A outweighs the public interest in disclosing the information.

Resolved.

17. Update on Morris Road/Delamere Way Plan for allotments

It was resolved to instruct Nicola Atherton of Sphere Architects to advise on the process to change the use of the land to allotments.

There being no further business, the Chairman closed the meeting at 9pm.

***Cllr Neil Smith
Chairman to Up Holland Parish Council***

10th February 2026