

Eaves Hall Eco Lodges, West Bradford.

SITE MANAGEMENT PLAN

July 2026

1 INTRODUCTION

This management plan is to be read in conjunction with the planning application for 15 Eco Lodges at Eaves Hall and the previous approval 3/2020/0544 granted on 25 November 2020. It sets out the operational controls required to manage access, guest behaviour, neighbour amenity, ecology, lighting, noise, maintenance and emergency response.

1.1 SITE

The site is located in the National Landscapes outside of the settlement of West Bradford. The location boasts aspects of the surrounding National Landscape and Pendle Hill. The site has good access to local tourist and leisure destinations, and is a fundamental aspect of the local economy.

The proposed site is located approximately 150m away from Eaves Hall and to be used in conjunction with the existing thriving business of Eaves Hall and is on site. The proposal is for 15no. high-end luxury additional Eco Lodge accommodation, offering the guest an opportunity to stay longer than the one night allocated to the wedding which is customary to the Eaves Hall bedrooms.

1.2 ACCESS

A map on the website will state where Eaves Hall is located. It is easy to locate Eaves Hall through signage and satellite navigation devices; however, guests can request step by step written directions from major roadways by email if needed.

Access to the site will be through the existing gate on the south-eastern boundary. Guests will check in at Eaves Hall with the rest of their party, be directed to the designated eco-lodge car park, and be provided with the access code and clear instructions for the controlled gate off Moor Lane.

1.3 COMMUNICATION

Bookings will be made online through the existing Eaves Hall secure website and via the phone. Only advanced bookings are accepted in conjunction with a wedding/other event taking place in which the guests are invited to.

At booking stage, guests will receive the booking terms, site rules, arrival and departure procedures, parking arrangements, emergency contact details, and restrictions relating to

noise, access, lighting, pets, visitors and neighbour amenity. Guests will be advised that breach of these rules may result in a warning, termination of the agreement, loss of deposit and/or removal from the site.

2 ARRIVALS

Arrivals Monday – Sunday after 2 pm. Late arrivals can be negotiated and confirmed prior to arrival by phone or email. New guests will arrive at Eaves Hall within the stated arrival times.

Guests must check in at Eaves Hall reception before being directed to the Eco Lodges. On arrival they will be shown how to operate the controlled access gates, where to park, how to use the drop-off and loading area, the location of site facilities and their accommodation, and will be issued with the site rules, local information and emergency contact details.

A drop off and loading bay adjacent to the car park will allow guests to unload luggage and take them to the Eco Lodges.

A demonstration of the facilities will be given and an additional leaflet will be printed for their information. During their stay, guests can use the contact information anytime for information on local amenities etc or in case of emergency.

2.1 MOVEMENT ON SITE

Guests will have access to the eco-lodge site and to Eaves Hall only in connection with the wedding or event they are attending. Once the event has ended, access to Eaves Hall will be restricted unless expressly authorised by site management.

Guests will be free to move around the site during their stay whilst being aware of other wedding events that may be ongoing in Eaves hall. They can still access some facilities (tennis court, gardens etc).

Guests will be made aware of nearby residential properties and required to use the identified access routes to minimise disturbance. Movement by car, bicycle or on foot will be permitted during the stay, subject to the site rules, parking arrangements and controlled access gates, which will remain code-operated for security.

3 DEPARTURES

Departures on the day of departure by 10.30am. Late departures can be negotiated with the on-site staff or prior to arrival by phone or email.

The site manager will check the Eco Lodges at 10.30am on the day of departure and will require any remaining guests to leave promptly unless a late departure has been agreed in advance.

After departure, an email or phone call will contact the guest and conduct a short survey to determine how they rate their stay and if there are any improvements to be made. A survey pamphlet will be in the Eco Lodges and guests will be encouraged to fill it out during their stay.

4 FACILITIES

Onsite facilities will include:

- Car park for 20 cars (including 2 disabled spaces)
- Lockable cycle storage & bike washing facility
- Drop off, and loading bay access to the Eco Lodges
- Toilet and shower/bathroom in each eco lodge
- Self-catering small kitchen in each eco lodge (some food essentials e.g. tea and coffee will be provided)
- A 'buggy' will be provided for luggage transportation if a guest is unable to carry their luggage to the eco-lodge.
- Waste and Recycling point (including glass / metal / plastic / paper & card / food waste compost / general)

5 CODE OF CONDUCT

There will be restrictions on site to comply with noise restriction and ensure that the site and surrounding area is respected by guests. This will include but not be limited to;

- Guests Arrive after 2 pm
- Guests Depart by 10.30am

- No dogs unless pre-approved by phone (e.g. guide dogs only and they must be kept on a lead)
- No fires outside of any official fire-pit – no fires permitted in hot and dry weather
- No excessive noise after 10.30pm or before 7.30am
- No persons other than named guests can stay in the Eco Lodges
- Guests must comply with the parking regulations
- No swimming in the lodge reservoir

Guests must comply with all site rules, avoid anti-social behaviour, respect neighbouring properties, maintain site security, and notify site management promptly of any complaint, incident or defect. Repeated or serious breach of the site rules will result in a formal warning and may lead to removal from the site without refund.

5.1 NOISE RESTRICTIONS

The Eco Lodges will observe the same noise restriction as Eaves Hall, with no excessive noise after 10.30pm or before 7.30am. Neighbouring properties will be provided with a clear contact route for raising concerns, and any complaint will be logged, reviewed by the site manager and responded to as soon as practicable.

Notices will be positioned on site to remind guests of the noise restrictions. Guests who do not comply will be warned and required to reduce noise immediately; continued non-compliance may result in removal from the site.

Limited arrival and departure times will also help reduce the impact on the neighbours. Eco Lodge construction will ensure adequate acoustic linings to reduce noise transmittance.

5.2 LIGHT POLLUTION

An ecology survey has been conducted (and submitted with the application) to determine if bats or other wildlife are evident on site. It has made some recommendations regarding light pollution.

The site will use minimal lighting, directed away from boundary hedgerows to maintain an undisturbed passage for bats and other wildlife. At dusk, paths will be faintly illuminated and all external lighting will switch off by 11.30pm, with torches provided in the Eco Lodges to assist safe movement after that time.

As the main source of light pollution is to the south from Eaves Hall the car park has been placed at the south of the site primarily for ecology to considerably reduce the impact of lighting on the local wildlife and will be shielded by additional planting.

6 MAINTENANCE

Arrival and departure times will be within a limited window to allow time to perform routine landscaping tasks (e.g. grass cutting, hedge trimming etc), clean accommodation and possible indoor maintenance. Suitable times for mowing of grasslands will follow recommendations of the ecologist to ensure that wildlife is protected. Management of the site is desirable to increase the conservation of the local biodiversity and wildlife on site.

A risk assessment and Health and Safety documents for routine maintenance will be made available to guests. Emergency maintenance (e.g. damage to facilities) will take place as soon as possible whilst keeping in close contact with any guests on site at the time.

7 RESPONSIBLE PERSONS

Eaves Hall reception will act as the central point of contact for guests, with a member of staff contactable 24/7 for emergencies. The site manager will be responsible for day-to-day operation, guest queries, complaints, site inspections, maintenance coordination, cleanliness, safety checks and ensuring compliance with this management plan.