TRAWDEN FOREST
PARISH COUNCIL

Minutes of the Meeting held on Monday 12th October 2026

Present

Chair Ann Holmes	Clerk Adele Smith	Councillor Lester Spencer
Councillor Jonathan Wiggins	Councillor Barry Hodgson	Councillor Eleanor Jolley
Councillor Adrian Foulkes	Councillor Philippa Osborne	

Also in attendance: Cllr S Cockburn-Price, Ryan Waine
Apologies accepted from: Councillor Andrea Beswick, Councillor Mark Watts

Minutes - It was resolved that Parish Council minutes from the meeting held on 12th October be signed by the Chairman as a true and accurate record.

Declaration of Interest – Councillors to note that Dispensations have been granted to Cllr's Foulkes, Watts and Osborne regarding the Neighbourhood Plan and to Cllr Wiggins for anything related to the Admin Assistant role.
No other interests were declared.

4. Police Report - The Police were unable to attend the meeting. The Clerk has reported the unwanted visit from the vexatious complainant again and an officer has been assigned as this is not the first time this person has been reported. Cllr Wiggins feels that, along with locking the Parish Council office door, a panic alarm is installed. Cllr Wiggins will forward the link to the Clerk so she can purchase.

5. Borough Councillors Update/ Colne and District Committee
Cllr S Cockburn-Price was the only Borough Councillor to attend the meeting and reported that: United Utilities will be undertaking CCTV inspections of the dip in Cotton Tree Lane soon with a view to a repair, the debris on the proposed building site at Dean Street has been reported and has been advised that contractors may be on site imminently, to empty homes have been reported to Pendle Borough Council, correspondence has been received from Lancashire County Council regarding the flooding at Ball Grove Drive where it has washed away the mapped footpath and the steps from the car park. These issues have now been rectified, and the Clerk has been in contact with the footpaths officer regarding reinstatement of the footpath as it is very uneven, the removal of Councillors input and their ability to 'call in' planning application to area committees has been approved with the amendments that Cllr David Cockburn-Price has suggested, an issue with a blocked drain near Yeoman Hey on Colne Road is being investigated as it wasn't shown on the Love Clean Streets app, there is no news of the Local Government Reorganisation for Lancashire as yet, the removal of a garage at Hawley Street, Winewall has not been completed; Pendle Borough Council are actioning this.
Cllr S Cockburn-Price has received an update from CCllr McCollum who is reviewing the issues raised with the bush when egressing from Standroyd Road onto Keighley Road where it is a visibility issue, parking on Ball Grove Drive for school pick-up has been raised so parking restrictions are being looked at, he has suggested that stickers are placed on grit bins to remind people of their intended use, he has reported 6 blocked grids. The Clerk has raised the issue of the shoddy work at the bus terminus by the bus shelters team from when they installed the information pole. Waiting feedback from CCllr McCollum.
Cllr D Cockburn-Price's project Swim for Your Lives has gone very well so far and the project has started with 40 children, he is also progressing the late-night speeding vehicles with the police who have deployed 60% more officers to deal with this, the speed indicator devices are back out collecting data.
Cllr Jolley raised concerns regarding the removal of the power of Councillors to call in planning applications and the ability to make suggested changes. The Parish Council is still being consulted on planning applications and Cllr S Cockburn-Price is still able to give her written. Only application of over 100 houses would have Borough Councillor involvement, and the Parish Council must now make sure any objections are strongly worded. Cllr Jolley thanked Cllr S Cockburn-Price for her knowledge and expertise given during the Parish Council meetings.

6. Community Centre Trustees update

Councillors noted the update from the Chair of Trustees as: Following on from the successful children's story time session in the library in August, there are more sessions during half term, two volunteers are helping organise some of the many photos inherited from Jack Greenwood, and an exhibition is being planned in the library, the annual Children's Christmas Party will be on 12th December, the Chair of Trustees and the Volunteer Coordinator were honoured to attend a reception for voluntary organisations recently. This was at County Hall and was hosted by the Leader of the Council and the Lord Lieutenant of Lancashire, the newsletter currently being put together.

7. Residents Issues – None present.

8. Neighbourhood Plan

a) Councillors noted and ratified the minutes from the meeting on 14th October. It was resolved that the revised Plan would run in line with the Pendle dates and this will run to 2041.
b) Councillors noted that the application for the £5000 proposed funding from Colne and District Committee for the Conservation Area Appraisal has been applied for.

9. Planning Applications

APPLICATION: 26/0754/FUL PROPOSAL: Full: Change of use of agricultural land to mixed agricultural and equine use (Sui Generis), erection of a stable block with associated hardstanding, alterations to existing access including the installation of gates and fencing.AT: Lowlands Farm Wycoller Road Trawden. Councillors feel that the stable block is acceptable with conditions. It will be well screened if the proposed planting, infilling and hedge laying are implemented. They are concerned about the widening of gate access and recessing to gain access, which includes the removal of existing walls. The new entrance flanking walls must be in old walling stone to match the existing walls. Councillors would like the entrance gate to be the minimum size practicable to minimise visual impact.
Councillors ratified the Planning Committees comments for the following applications:
26/0687/HHO|Full: Demolition of existing conservatory and the erection of a single storey garden room to rear. 23 White Lee Avenue Trawden Lancashire BB8 8TDResponse submitted 12th October 2026 - Councillors have no objections to the proposals within this application and reiterate that all materials to be used should match those of the existing building in look and materials.

10. Ball Grove

a) Councillors noted that the public consultation for the planning application for 26/0706/FUL. Change of use of part of the building from a workshop (Use Class E) to a Community Facility (Use Class F2) and external alterations at: Proposed Development To Vacant Part Of Building Ball Grove Drive Colne, is now live.
b) Councillors noted that Ryan Waine Plumbing and Heating are moving forward with the plans to start the renovation of the toilet at Ball Grove in December. Ryan confirmed that the backing board to be used in the renovation will be 100% waterproof, the water grids inside will be checked and reinstated so that the whole area can be hosed without issues. It was resolved that the flooring tiles will be porcelain with the highest anti slip surface available and be 'Rainforest brown' and the wall tiles will be 'Escencia red body'. The tiles are 600 x 120cm.
c) Councillors noted that the Clerk has been in contact with Healthmatic and will order the external door. A representative will attend, with the contractors to talk through wiring, lead times etc, in due course.
d) Councillors noted that the approved cycling signs have been delivered to Cllr Osborne.
e) It was resolved that the estimate for works required to the café building to alleviate the damp issues would be approved. The Clerk to contact Thomas Roofing and follow with the purchase order.
f) Councillors noted that the new bench installation has been ordered on the concrete area along the track.
g) Councillors to note that the café tenant has had all electrical works carried out. The works to the consumer unit were in relation to the fire alarm so costs have been covered by the café tenant. Cllr Spencer will inspect the emergency doors and see if he can free the hinges so that this door is usable, should it be required in an emergency.
h) Councillors noted that Ryan Waine Plumbing and Heating have offered to purchase and install the bottle filling station, free of charge as part of the toilet refurbishment. It was resolved that the Clerk purchase a small plaque to advise users of their kind donation, in due course. Councillors thanked Ryan for his kind donation.

11. Recreation Ground

a) Councillors noted that the Clerk continues discussion with Pendle Borough Council Property Services regarding the water pipe issue. A meeting has been arranged for 13th November with a representative from United Utilities with a

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proposal that the original water meter be moved to the Recreation Ground boundary. Attendees to report back to the Clerk.

b) Councillors noted that the Clerk has asked Pendle Borough Council to provide the written consent that the Parish Council can do the updates to the Pavilion building with Pride in Place funding, as per the approved drawings supplied. Pendle Borough Council have advised that, for any works on Council properties, they would require compliance with CDM Regs 2015 including, risk assessment / method statement for the works, copy of contractors public and employers' liability insurance, confirmation of project management responsibilities, copy of minor works certificate for electrical alterations. Due to the additional works required for electrics, flooring etc, the Clerk will advise the Pride in Place officer.

12. Remembrance Day Signage

- Councillors noted that the approved road closure notice has been received from Pendle Borough Council.
- Councillors noted that the new road closure signage has been received and has been erected by Cllr Hodgson and Mr Barritt. The Clerk thanked them for doing this task.
- Councillors noted that Pendle Borough Council have carried out cleaning to the ground at the War Memorial and will check it again on Remembrance Sunday. Cllr's Wiggins, Jolley and Holmes will assist with the traffic management. The Clerk will send out an email with instructions for the day.

13. Garage Sites

a) Councillors noted that the Clerk has contacted the tenant where an issue was raised regarding safety at the last meeting. They have advised that the garage is safe, but they will be removing it in 2027, laying a concrete base and look at erecting a new structure.

b) Councillors reviewed an email received from a resident regarding the approval, at the last meeting, of the allocation policy and it was resolved that the Clerk would respond with a copy of the policy and advise that Councillors discussed the concerns raised at the meeting and they are happy with the decision to readopt this policy.

14. Lack of attendance by County Councillors

Councillors noted that the Clerk has contacted the Leader of Lancashire County Council, following the decision at the last meeting regarding lack of attendance at our meetings by Cllr's Whipp and McCollum. CCllr Stephen Atkinson has responded to state that he has forwarded the email to CCllr McCollum but not CCllr Whipp as he is a different political party.

15. Christmas Tree Lights Switch on

a) Councillors reviewed the Christmas Lights Switch on proposal document it was resolved that it would be approved. Councillors also noted the completed risk assessment for the event. The Clerk and Mr Barritt have made a lot of arrangements already.

b) Councillors noted that School will organise and serve refreshments at the event. The Parish Council to provide and serve mulled wine.

c) Councillors noted that the torchlight parade will leave from outside school at 6.30pm, go down Dean Street and up to the Community Centre. This alleviates the need to close the road. Cllr Osborne, Wiggins and Holmes advised that they would attend. The Clerk to send out the agreed arrangements before the event. Cllr's Jolley and Beswick apologised for not being able to attend this event.

d) It was resolved that the Parish Council will match the contributions received for the refreshments on the evening with funds going towards their Gardening Club.

16. Allotments

It was resolved that there would be the implement, from 1st April 2027, of an admin cost amount of £20 at the start of every new tenancy which will be retained by the Parish Council. This will be an administration fee to cover the Clerks time for the start and finish of the tenancy. All current tenants will be charged an admin fee of £10 if they leave part way through the year.

17. Use of Parish Council email addresses

Cllr Holmes reminds Councillors, following recent events at other Town Council's and the resolution passed in October 2023, that all Councillors should only be using their Parish Council email addresses for Council business. The

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IT Policy readopted in May 2026 already covers this. Councillors instructed the Clerk to implement this immediately. As per the Policy, if any Councillor requires paper copies of the agenda pack, it is the Councillors responsibility to contact the Clerk during her working hours and collect the pack from office at a mutually agreeable time.

18. Meeting Dates 2027

It was resolved that the meeting dates for 2027, will be: 11th January, 1st February, 1st March, 5th April, 17th May (provisional due to elections), 7th June, 5th July, 2nd August, 6th September, 4th October, 1st November, 6th December.

19. Councillors to note/comment on the following items:

- **Footpath leading from Back Lane to Back Colne Road** – Councillors noted that the Admin Assistant has submitted the completed request form and evidence documents to Lancashire County Council for their consideration.
- **Trawden in Bloom -** Councillors noted the budget situation as: budget £2500 +£1990 sponsorship– spent £2620.96= £1869.04.
- Councillors noted that the **waiting restriction lining** is still to be carried out on Church Street and double yellow lines at Lanehouse/Hollin Hall, but the road has been marked up ready for these works.
- Councillors noted that the Clerk still awaits information on the Pendle Borough Council Engineers **speed survey** for the proposed 20mph zone. No further information regarding the proposal for extension of the 30mph on Rock Lane/Keighley Road.
- Councillors noted that the Clerk was supposed to meet with CCllr McCollum regarding to survey the **works that have been carried on the bus terminus footpath** by Lancashire County Council whilst installing the cable for the new pole, but he cancelled whilst the meeting was supposed to be happening. The Clerk has now submitted photographs as the second meeting was also cancelled, and she asked that the remedial works be carried out urgently.
- Councillors noted that the Clerk has reported to the Highways Department at Lancashire County Council, the amount of water running from **Burnley Road** when it rains. The water is either not flowing into the grids and in some places, it is coming back out. Waiting response.
- Councillors noted that Councillor Jolley is reviewing the **booking documents** provided by Pendle Borough Council to ensure they are suitable for Parish Council use for anyone wanting to book the Recreation Ground, once transferred or any area of Ball Grove.
- Councillors noted that the Clerk has sent a proposed document to Cllr Osborne for consideration regarding the protocol for the use of Council premises, land and resources which would be included in the booking documents.
- **Asset Management System -** Councillors noted that the Clerk has confirmed to Civic.ly that we will be taking up their system and the onboarding session has been completed.
- **Notice Board –** Councillors noted that the Clerk thanked Cllr Hodgson for erecting the notice board at the Community Centre next to the new bus shelter.
- **Roundabout at Lanehouse Lane –** Councillors noted that the Clerk has made enquiries for a cost of replacing the bearing on the roundabout and for an honest opinion on its lifespan from a playground specialist.
- **Registering of Land –** Councillors noted that the Admin Assistant has looked at the ADV1 forms for the adverse possession claims for Harambee Surgery Garden area and the Green at Well Head. Cllr Jolley was able to return the original documents completed in 2019 for the claim of Green at Well Head so these will be reviewed for inclusion in the submission of the forms.

20. Correspondence

a) Councillors noted the attached copy of the agenda and minutes of the most recent meeting held for Trawden in Bloom.
b) Councillors noted the confirmation of an Order that the public footpaths at Slack Farm have been successfully diverted.
c) Councillors noted that, following an unwelcomed visit from the Council's Vexatious Complainant, Cllr Wiggins has installed a new lock on the Parish Council office door so that it will be locked when the office is occupied. The Clerk has reimbursed the £43.99 for this new lock. Councillors thanked Cllr Wiggins for completing this.
d) Councillors considered a request to remove signage installed by Pendle Borough Council in May 2026 at Ball Grove Park. It was resolved that Councillors are happy with the signage and declined to remove it due to how long it has been in situ and feel that there is no justification in removing it.

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e) It was resolved that the link for the proposed project of re-opening the train line from Colne to Skipton be forwarded to Councillors so that they can sign it if they feel it is appropriate. The Clerk will publish on social media to invite residents to sign the petition if they feel it is advantageous.

f) Councillors noted the minutes from the most recent Friends of Ball Grove meeting. The issue regarding signage for motorcyclists has already been discussed and Councillors agreed that no signage is required. If motorcyclists are competent, they will be able to egress from the car park with no issues. It was also noted that the Clerk has asked the Footpath's Officer to review the state of the path being eroded by water from the area next to the lake to Ball Grove Drive.

g) It was resolved that the offer for management of the car park adjacent to the Bowling Green is not required.

h) It was resolved that Cllr Foulkes would respond to the Bradford District Local Plan 2025 - 2043 (Regulation 19) Publication Draft by 30th November 2026.

i) It was resolved that Councillors would respond, individually to the Lancashire County Council budget consultation regarding the level of Council Tax for 2027-28 before 2nd December 2026.

21. Ongoing

Woodland off Skipton Road - Councillors noted that the Clerk is still waiting for the transfer document from Lancashire County Council for transfer of the woodland at Skipton Road and the areas to the front of Bankfield Street and Gladstone Terrace on a 125-year lease.

22. Finance

a) It was resolved that the initial proposed budget for 2027/8 be approved and will be reviewed when the Council Tax Base document is received from Pendle Borough Council before the precept demand is submitted.

b) Councillors noted that the Clerk has met with the Lengthsman for the annual review of the contract. Due to the high increase in fuel costs, it was resolved that the cost per hour will be increased by £1 to the current rate, with the grass cutting contract to remain the same.

It was resolved that the following payments are approved: **34/2026**

Andrew Crawshaw, Lengthsman Hours	£486
Andrew Crawshaw – Grass Cutting Contract	£175
Reimbursement to A Crawshaw for cleaning chemicals	£25
Clerk Expenses – October	£2.20
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
Reimbursement to A Smith for eye test	£25
Clerks additional Hours accrued due to work required on the projects	9.5hrs
Admin Assistant Mileage costs	£5.50
Scribe Accounting System Annual Renewal + VAT	£768
Items paid under delegated powers	
Bank Charges	£14.90
Website and email package (+ VAT)	£36.00
British Gas Electricity for Ball Grove + VAT	£257.27
British Gas - Gas for Ball Grove + VAT	£49.57
Trawden Forest Community Centre – Electricity usage for office September (+ VAT)	£14.71
Reimbursement to Cllr Hodgson for stone required for repairs at Cotton Tree (+VAT)	£47.63
MosSnapie – 2 x wildlife cameras for Trawden in Bloom from Community Centre grant + VAT	£185.33
Jewson – Postcrete for repairs to Ball Grove track + VAT	£66.10
Lanlee – creosote for gateway planters + VAT	£11.10
Trawden Forest Community Library and Shop – stamps	£7.28
rCOH O'Neill Homer third staged payment for production of the NHP + VAT	£2000
Pendle Borough Council Planning Dept – outstanding balance for registering application	£21
LPE – replacement ropes, chains and shackles for the basket swing + VAT	£268
Donation to Mountain Rescue	£300

Donation to St Mary's Church for upkeep of the Church clock	£300
Donation to Colne Youth Action Group	£300
Mandeleigh Plants + VAT	£549.68
Asda – Cups for Christmas event	£3.50
Reimbursement to Cllr Wiggins – new office door lock	£43.99

PART 2

To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters:

a) Café lease – Councillors noted that the Clerk has received the draft lease from the Solicitor. The Clerk and Cllr Jolley to review and present the Parish Council with recommendations at the December meeting.

b) It was resolved that the proposed letter to be included with the café lease be deferred until the lease has been reviewed.

c) Councillors reviewed correspondence received regarding the Allotments and it was resolved that Cllr's Jolley and Foulkes would follow this up.

The Clerk left the meeting at 9.50pm

d) The members of the HR Committee who attended the Clerks appraisal confirmed that the proper process had been followed. The approved Appraisal document has been completed with the Annex B having been sent out to Councillors as part of the agenda pack. Cllr Foulkes confirmed that primarily, the approved scoring matrix was completed during the appraisal session to ensure the Clerk was in the correct pay band. With the contract in place, and taking into account that the Clerk has continued to manage the Council and its processes, met and exceeded all targets set, the increase in workload and skill set required for the job, it was resolved that the recommendation to increase the Clerk's pay by one salary point to point 39 was approved.

Meeting closed 10pm.

Next meeting Monday 7th December 2026, commencing at 7.00pm.

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