TRAWDEN FOREST
PARISH COUNCIL

**Members of the Council are summoned to the Parish Council meeting**
**to be held on Monday 2nd November 2026, at 7pm, at Trawden Forest Community Centre**



**Mrs A Smith, Trawden Forest Parish Council Clerk and RFO**

1. **To approve Apologies – Cllr Beswick**

2. **To consider and approve the Minutes** of the Parish Council meeting held on 12th October 2026 (enclosed).

3. **To receive Declarations of Interest**
   Members are to be reminded of the requirements of the member Code of Conduct concerning the Declaration of Interests. 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.

4. **Police**
   Officers from the Neighbourhood Policing Team are unavailable to attend the meeting and will provide a report when necessary.

5. **Borough Councillors Update** **(5 minutes)**
   Cllr S Cockburn-Price to update the Parish Council on items pertaining to the Parish and make any decisions, as required.

6. **Community Centre Trustees Update**
   Councillors to note the update from the Vice Chair of Trustees attached.

7. **To adjourn the meeting for public participation for their Issues** – 5 minutes per item.
Members of the public may make representation during this period under the Public Bodies (Admission to Meetings) Act 1960, and raise issues of local concern, however, please note that the Council cannot make any decision on any matter raised which has not already been included on the formal agenda for the meeting. Such items may be considered for a future meeting. A member of the public is defined as a person, other than Parish Council members or officials. **Chairman to reconvene the meeting.**

8. **Neighbourhood Plan** **(7 minutes)**

a) The steering committee met on 14th October. Councillors to ratify the minutes and consider any action points, as required from the attached minutes.
b) Councillors to note 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**: (link to view applications Simple Search (pendle.gov.uk))
   Councillors to ratify 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** **(20 minutes)**

a) Councillors to note 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) Ryan Waine Plumbing and Heating are moving forward with the plans to start the renovation of the toilet at Ball Grove in December. Councillors to decide which tiles to use.

c) Councillors to note 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 to note that the approved cycling signs have been delivered to Cllr Osborne.
e) Cllr Spencer provides the attached estimate for works required to the café building to alleviate the damp issues. Councillors to advise whether this is acceptable and whether works should go ahead.
f) Councillors to note that the new bench installation has been ordered on the concrete area along the track.
g) The café tenant has had all electrical works carried out and works to the consumer unit have been completed. The Clerk needs to arrange the repairs to the emergency fire exit door.
h) Ryan Waine Plumbing and Heating have offered to purchase and install the bottle filling station, free of charge as part of the toilet refurbishment. The Clerk suggests a small plaque to advise users of their kind donation.

**11. Recreation Ground (5 minutes)**

a) The Clerk continues discussion with Pendle Borough Council Property Services regarding the water pipe issue.
b) The Clerk has asked Pendle Borough Council to provide the written consent that the Parish council can do the updates to the Pavilion building, as per the approved drawings supplied. Waiting confirmation.
c) Councillors to note that the Clerk has forwarded the review of issues on the Recreation Ground created by Cllr Foulkes and has requested how to move forward with these before transfer. This has been chased – still waiting response.

**12. Remembrance Sunday Signage (4 minutes)**

- Councillors to note that the approved road closure notice has been received from Pendle Borough Council.
- Councillors to note that the new road closure signage has been received and has been erected by Cllr Hodgson and Mr Barritt. The Clerk thanks them for doing this task.
- Councillors to note that Pendle Borough Council have carried out cleaning to the ground at the War Memorial and will check it again on Remembrance Sunday.

**13. Garage Sites (5 minutes)**

a) Councillors to note 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 to review the attached email received from a resident regarding the approval, at the last meeting, of the allocation policy and confirm how the Clerk should respond.

**14. Lack of attendance by County Councillors (2 minutes)**

Councillors to note 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.

**15. Christmas Tree Lights Switch on (6 minutes)**

a) Councillors to review the attached Christmas Lights Switch on proposal document and are recommended to approve it. Councillors to note the attached completed risk assessment for the event.
b) Councillors to note that School will organise and serve refreshments at the event. The Parish Council to provide and serve mulled wine.
c) Councillors to note 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. Volunteers needed for marshalling the event, please.
d) As in 2025, the Clerk asks Councillors to consider doubling the contributions received for the refreshments and making this a donation to the Gardening Club at school.

**16. Allotments (4 minutes)**

Councillors to consider introducing an administration refund fee of £10 for any allotment tenants who leave part way through the year. Currently, anyone who vacates their plot receives a refund of any full months of rent already paid. If the outstanding refund amount is less than £10, this would be retained by the Council. The Allotment Association would prefer this not to be implemented as they feel that tenants would do very little maintenance and just wait until the end of the year to vacate.

**17. Use of Parish Council email addresses (4 minutes)**

Cllr Holmes reminds Councillors, following recent events at other Town Council's that all Councillors should only be using their Parish Council email addresses for Council business as per the resolution passed upon creation of these. As such, the IT Policy will be amended to reflect this.

**18. Meeting Dates 2027 (4 minutes)**

Councillors to consider approving the dates of the meetings for 2027, as follows: 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 to note that the Admin Assistant has submitted the completed request form and evidence documents to Lancashire County Council for their consideration.
- **Trawden in Bloom -** Councillors note the budget situation as: budget £2500 +£1990 sponsorship– spent £2620.96= £1869.04.
- 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.
- The Clerk 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.
- The Clerk was supposed to meet with CCllr McCollum regarding the **survey of 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 requested a new meeting date.
- 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.
- 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.
- The Clerk is looking at wording to be included in the booking documents regarding the protocol for the use of Council premises, land and resources in conjunction with Cllr Osborne.
- **Asset Management System -** Councillors to note that the Clerk has confirmed to Civic.ly that we will be taking up their system. The onboarding session will be done by the Clerk as soon as possible.
- **Notice Board –** the Clerk thanks Cllr Hodgson for erecting the notice board at the Community Centre next to the new bus shelter.
- **Roundabout at Lanehouse Lane –** Councillors to note 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 -** 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. The Clerk to review and complete the forms for submission.

**20. Correspondence**

a) Councillors to note the attached copy of the agenda and minutes of the most recent meeting held for Trawden in Bloom.
b) Councillors to note the attached confirmation of an Order that the public footpaths at Slack Farm have been successfully diverted.
c) 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.
d) Councillors to consider a request to remove signage installed by Pendle Borough Council in May 2026 at Ball Grove Park. Sign attached.
e) Councillors to consider the attached request for support for the SELRAP campaign.
f) Councillors to note the attached minutes from the most recent Friends of Ball Grove meeting and make any decisions on any action points raised. 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) Councillors to review the attached correspondence regarding the management of the car park adjacent to the Bowling Green and advise the Clerk how to respond.
h) Councillors to decide whether to respond to the Bradford District Local Plan 2025 - 2043 (Regulation 19) Publication Draft. The consultation period will run from Monday 19th October to 5pm on Monday 30th November 2026.
i) Councillors to decide whether to respond to Lancashire County Council's budget consultation regarding the level of Council Tax for 2027-28. The consultation closes on 2nd December 2026. Information can be found here: https://online1.snapsurveys.com/Interview/506cbdd7-dc44-4f47-908b-1a7dabe5cd53

**21. Ongoing**

**Woodland off Skipton Road -** Councillors to note 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) Councillors to consider the attached proposed budget for 2027/8 and recommend any amendments before the final precept is requested. (**TO FOLLOW**)
b) Councillors to note that the Clerk has met with the Lengthsman for the annual review of the contract. See review attached. Due to the high increase in fuel costs, he asks for Councillors to consider an increase of £1/hr to his Lengthsman rate, with the grass cutting contract to remain the same. Councillors to advise the Clerk whether this is appropriate from 1st April 2027.
c) To approve, or otherwise the following payments:

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| 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 |
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| 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 |

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| 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 – 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) Councillors to formally review the proposed letter to be included with the café lease and advise the Clerk whether this is acceptable.
c) Councillors to review the attached correspondence received regarding the Allotments and decide if this should be reviewed.
d) Councillors to note the attached Annex B of the Clerk's appraisal and advise whether it is to be approved.

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