



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

Mrs A Smith, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies – Cllrs Beswick, Hodgson

2. To consider and approve the Minutes of the Parish Council meeting held on 3rd August (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.

4. Police (5 minutes)

Officers from the Neighbourhood Policing Team to give an update on any issues for the Parish.

5. County Councillors Report (5 minutes)

Councillors to receive an update from the County Councillors and make any decisions, as required.

- a) The Clerk has chased and received an update from Lancashire County Council Highways regarding the waiting restrictions at Church Street and the double yellow lines at Lanehouse/Hollin Hall. The order has been raised and passed to the Operations Team for implementation. The post and sign have been erected at the Church corner, already. Any updates will be passed on, if and when received.
- b) Pendle Borough Council Engineers have been asked to conduct a speed survey for the proposed 20mph zone. No further information regarding the proposal for extension of the 30mph on Rock Lane/Keighley Road.
- c) The Clerk still awaits a meeting date from 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.
- d) Any updates on the current road situation at Cotton Tree Lane where there has been water escaping/collapsing issues.

6. Borough Councillors Update (5 minutes)

Councillors to receive an update from the Borough Councillor and make any decisions, as required.

Cllr S Cockburn-Price to update the Parish Council on items pertaining to the Parish.

7. Community Centre Trustees Update (2 minutes)

Councillors to note the attached report from the Vice Chair of Trustees.

8. 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.**

9. Neighbourhood Plan (7 minutes)

- a) The steering committee did not meet in August due to committee member holidays. The next meeting is scheduled for 16th September.
- b) Councillors to note that the Clerk has contacted everyone who left their details at the Garden Festival to see how they would like to be involved in the Neighbourhood Plan. They have been added to the relevant distribution lists.
- c) Councillors to consider the attached proposal from Growth Lancashire for revising the Conservation Area report and decide whether the £8300 + VAT cost is acceptable. The Clerk reminds Councillors that Colne and District Committee have agreed to fund £5000 of a review.

10. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))

APPLICATION: 26/0492/FUL PROPOSAL: Full: Erection of a stable block with tack room and a midden. AT: Little Thorn Edge Farm Wycolle Road Trawden

Councillors to ratify the response to the planning applications below

APPLICATION: 26/0487/LBC PROPOSAL: Listed Building Consent: Alterations to existing door opening to create a new window. AT: Thistleholme Wycolle Road Trawden Response submitted on 19th August 2026 With reference to planning application 26/0487/LBC, Councillors have no objections to the proposals within this application and feel that the proposed window would be far preferable to the existing doors.

APPLICATION: 26/0528/HHO PROPOSAL: Full: Demolition and replacement of a detached domestic garage. AT: Alderhurst Head Farm Cottage Hollin Hall Trawden Response submitted on 24th August 2026 Councillors have no objection to the proposals within this application but would like to ensure protection of the existing trees. Councillors would like to ensure that there is no possibility for conversion to a dwelling at a later date.

11. Ball Grove

(20 minutes)

- a) Councillors to note that the revised plans for the renovation of the building with the toilets inside, approved at the extra ordinary meeting, have been relayed by the designer to the planning consultant. The planning application has been submitted.
- b) Councillors to note that the last bat survey for Ball Grove took place on 28th July and no bats are present in the building. Report attached.
- c) Councillors to note that the Water Safety Boards have been delivered, and the Clerk is awaiting confirmation from Lancashire Fire and Rescue that they can be installed due to an issue with their system.
- d) Councillors to note that only one tender was received for the refurbishment of the external toilet which was opened by the Clerk and Cllr Jolley on 20th August 2026 in line with the Financial Regulations. Due to the cost being commercially sensitive, this will be discussed in Part 2 of the meeting.
- e) Councillors to note that the approved cycling signs have been delivered to Cllr Osborne.
- f) Cllr Spencer to update the Parish Council on any progress made with quotes for the repairs required on the building at Ball Grove to alleviate the damp issues within the café.
- g) Friends of Ball Grove have identified a bench for the concrete area along the track. The Clerk has placed the order for delivery to Pendle Borough Council who will then install it. Friends of Ball Grove have been charged and have paid for 50% of the total cost.
- h) Councillors to note that the Clerk has confirmed to the café tenant that she will need to arrange the annual Fire Risk Assessment, going forward.
- i) Councillors to note that the café tenant has given details of the Thursday evening motorbike event. See attached. Councillors to review and confirm to the Clerk the next steps.
- j) Councillors to note that the safety surfacing repair has taken place but unfortunately the incorrect area has been completed. The correct area is being completed on 1st September.
- k) Councillors to note the attached minutes from the last Friends of Ball Grove meeting.
- l) Councillors to note that the litter bin on the entrance to the Park at Winewall has been stolen. The cost to replace is £425 + VAT. Councillors to consider whether this should be replaced. Attached photos show how close the next litter bin is situated.
- m) Councillors to note that the entrance track to Ball Grove needs the potholes filling as they are quite deep. The Clerk asks Councillors to consider the suggestion that these are filled with either concrete or the instant road repair tarmac (as attached quote), as the interim tarmac repairs are not lasting or any other suggestions.
- n) A query has been raised by the café tenant that there is no signage on the Keighley Road car park for the café. Councillors to consider whether a sign should be created.
- o) After the Admin Assistant inspected Ball Grove, she has suggested that Councillors should consider whether a dog poo bag dispenser could be installed near to the picnic area.
- p) Councillors to note that the toilet for renovation has been stripped out by members of Elisha House. The Clerk has sent a thank you note to them and they confirmed that they had a positive experience and enjoyed the work that they did for the Council.

12. Recreation Ground (8 minutes)

- a) Councillors to note that the Clerk has received a response from the Solicitor regarding the water pipe issue which does not align to the correspondence with Property Services. The Clerk has raised the query with Property Services who are investigating. The proposal was that a water meter is fitted inside of the Pavilion.
- b) 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.

13. External use of Parish Council Land (5 minutes)

Councillors to review and amend, as necessary, the attached booking forms received from Pendle Borough Council for our use, once the transfer is completed. The Clerk also suggests that these are used for all bookings for Ball Grove.

14. Trawden in Bloom (4 minutes)

Councillors note the budget situation as: budget £2500 +£1990 sponsorship– spent £1806.79= £2683.21.

15. Remembrance Day Signage (4 minutes)

Cllr Wiggins suggests that signs are created to advise residents that the road will be closed for the Remembrance Day Parade. The Clerk suggests reusing some litter signs that were over-supplied. The Admin Assistant has done some research and Councillors to consider this suggestion, and if approved, review the proposals from Mercer Print, as attached.

16. Policies (3 minutes)

Councillors to consider adopting the attached policies on Lone Working, Safeguarding and Expenses.

17. Asset Management System (5 minutes)

The accounting system package, Scribe, offers an online asset management programme called Civic.ly. The Clerk asks Councillors to consider buying into this system in order to manage its assets more easily. See document attached. Link to demonstration: <https://youtu.be/4qVylqNRdd0>

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

Bus Shelters – Councillors to note that the new bus shelter at the Community Centre has been installed and the posts for erecting the notice board have been received. Councillors to advise who will install these.

Footpath leading from Back Lane to Back Colne Road – The Clerk has asked Lancashire County Council to consider the request to register the footpath from Back Lane to Back Colne Road and onto Colne Road. Completed evidence forms have been requested by residents and the Clerk will collate these for submission.

Parish Council Owned Benches – Councillors to note that the Clerk has asked Leo Brightley to undertake the repainting exercise and to change all re-painting of the wood to Parish Council green.

Trawden Community Wildlife Group – Councillors to note that the group have registered with the Charity Commission.

Pendle Local Plan - Councillors to decide whether a response will be provided for the current Scoping Report Consultation - Pendle Local Plan 5th Edition 2025-2045. Documents can be viewed at [Scoping Consultation | Local Plan \(Fifth Edition\) | Pendle Borough Council](#)

Aisled Barn, Wycoller – Councillors to note that the repairs work to the Aisled Barn in Wycoller have started.

19. Correspondence

Email received regarding Local Government Reorganisation – Elections. Forwarded to all Councillors 19th August 2026.

Email received regarding Lancashire County Council's Children's Services rated Outstanding and Good by Ofsted – forwarded to all Councillors 25th August 2026.

Councillors to note that an email complaint has been received, via Pendle Borough Council regarding someone being locked in the Keighley Road car park when it was closed early. The Clerk has replied to the email giving apologies.

Councillors to note that an email complaint has been received from a resident regarding the foliage growth around the perimeter of Lanehouse Lane playground. The Clerk has responded advising why the grass is not cut right up to the perimeter of the area with the copy of the excerpt from the approved Biodiversity Policy.

20. Ongoing

Woodland off Skipton Road - Councillors to note that the Clerk has confirmed to Lancashire County Council that the Parish Council is happy to accept transfer of the woodland and the areas to the front of Bankfield Street and Gladstone Terrace on a 125 year lease. Waiting transfer document.

Land Registration – The Clerk and Admin Assistant have started filling in the forms required for the first registration of the land for the Green at Well Head and the area at Harambee Surgery. These will need to be verified by a solicitor before submission.

Remembrance Day – Councillors to note that the documents submitted for the road closure for Remembrance Day have been sent to partners for approval by Pendle Borough Council.

21. Finance.

- a) Councillors to note that the completed external audit has been received and completed with one minor error where an incorrect box has been ticked. This is a mistake that has been made by many Town and Parish Councils. The Notice of Conclusion of Audit has been published, and copies of the Annual Governance and Accountability Return (AGAR) are available at a cost of £1 until 24th August 2026. Relevant documents posted to the website.
- b) Councillors to note that all websites must meet the new Web Content Accessibility 2.2 requirements, which, with the approval of the AGAR confirms that the Council's website is compliant.
- c) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£540
Andrew Crawshaw – Grass Cutting Contract	£350
Clerk Expenses – August	£13.05
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
<u>Items paid under delegated powers</u>	
Bank Charges	£13.40
Website and email package (inc VAT)	£15.60
British Gas Electricity for Ball Grove + VAT	£332.86
British Gas - Gas for Ball Grove + VAT	£53.31
PKF Littlejohn – External Audit + VAT	£420
Broxap Ltd – New bench for Ball Grove + VAT	£1057
Trawden Forest Community Centre – Electricity usage for office June (+ VAT)	£6.17
Trawden Forest Community Centre – Electricity usage for office July (+ VAT)	£2.74
Pennine Ecological – Bat Survey for Ball Grove Hall (+ VAT)	£1980
Mercer Print – Pedestrians have priority stickers for Ball Grove (+ VAT)	£100
Pendle Borough Council – Cost associated with uncontested election in May 2027	£548.69
Reimbursement to Cllr Wiggins for purchase of inspection camera	£37.99
Swimming Reimbursement – M Lambert	£4.25
Swimming Reimbursement – S Thompson	£8.50
Mercer Print – New Planter Sponsorship Labels (+ VAT)	£240

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 – Cllr Jolley to write to the café tenant regarding inclusion in future plans. The draft lease has been requested.
- b) Ball Grove Toilet Refurbishment – Councillors to review the tender received for the refurbishment of the toilet and decide how to proceed with the project.
- c) Garage Sites – Councillors to consider the attached minutes and report from the additional meeting regarding the overhaul of the garage sites and decide if and how to proceed.
- d) Freedom of Information requests – the Clerk to update Councillors on the recent FOI requests.
- e) Extension of Admin Assistant post. The one-month review has taken place and, with the original contract being for an initial period of three months, the Clerk requests that the Council approves the extension to this initial

period for a further three months, as per the original agreement, with a view to further extension of six months after this period. The one-month review document has been sent to the Chair of the HR Committee.

- f) NJC pay claim - The Local Government Association (LGA), acting on behalf of the National Joint Council (NJC) for Local Government Services, has announced that agreement has been reached on the 2026 pay award for local government employees. The settlement provides for a 3.3% increase in pay rates and allowances with effect from 1 April 2026. Once the new value of each pay scale has been provided, this must be backdated to 1st April 2026 for all those on the NJC contract.

Next meeting Monday 12th October 2026, commencing at 7.00pm.