



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 12th October 2026, at 7pm, at Trawden Forest Community Centre**

Mrs A Smith, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies – Cllrs Jolley and Yacoub.

2. To consider and approve the Minutes of the Parish Council meeting held on 7th September 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 and Watts regarding the Neighbourhood Plan and to Cllr Wiggins for anything related to the Admin Assistant role. Any outstanding dispensation requests must be approved before Councillors can partake in discussions of which they have an interest, and these must be declared at the meeting.

4. Police

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

5. County Councillors Report

(5 minutes)

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

- a) 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.
- b) 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.
- 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) A resident has raised concerns regarding the amount of water running from Burnley Road over the weekend of 19th/20th September. The water is either not flowing into the grids and in some places, it is coming back out. Councillors to decide how to tackle this ongoing issue raised every year.

6. Borough Councillors Update

(9 minutes)

- Cllr S Cockburn-Price to update the Parish Council on items pertaining to the Parish and make any decisions, as required.
- Cllr S Cockburn-Price asks Councillors to consider the attached regarding Community Energy.

7. Community Centre Trustees Update

Councillors to note the update from the Vice Chair of Trustees as: Work has been ongoing this year to produce a Trawden calendar, this is now ready for the printers and should be available for sale in the shop soon.

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 met on 16th September. Councillors to ratify the minutes and consider any action points, as required from the attached minutes.

- b) The time frame for the completion of the revised Conservation Area report was discussed. Councillors to ratify the steering groups's recommendation that the completed draft should be in-line with the Neighbourhood Plan and be ready for submission in January/February 2027, and that Growth Lancashire should start working on the developed areas first and send it in draft form for comment.
- c) Four new members joined the last sub-committee meeting. Councillors are asked to approve these new members, Cllr Jolley, Charlotte Tattersall, Michael Sunderland and Philip Taylor. The new members have been asked to complete a dispensation form so that it is clear all members are impartial to the discussions held.

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

Councillors to ratify the Planning Committees comments for the following applications:

Application 26/0636/FUL and 26/0626/LBC (Listed Building Consent) at Stable Cottage Far Wanless Farm Hollin Hall Trawden Lancashire BB8 8QE Full: Change of use of agricultural land to residential curtilage and external alterations. Response sent 23rd September Councillors have no issues to the proposals within this application and see no problem with an additional velux roof light placed in line and in proportion. The only comments that they make is regarding the colour. The cold grey in an area of warm gold stone and wood and would prefer traditional farm building colours of deep red or green or simple black or white.

11. Ball Grove (20 minutes)

- a) Councillors to note that the planning consultant has submitted the revised documents to Pendle Borough Council ready for the planning application. Councillors to note that a site and location plan is required in order to register the application at a cost of £400. The Clerk has ordered this under her delegated powers.
- b) Councillors to note that the Clerk and Cllr Jolley have met with the approved contractor for the toilet refurbishment and their estimated start date is December 2026. They have also offered to supply some of the hardware at a reduced cost. The Contractor will supply costing details of their works.
- c) Councillors to decide which external door to purchase, the colour and the provider from the attached documents from Healthmatic and Door Technik. Both systems use the same Nayax system who process the payments.
- d) Councillors to note that the approved cycling signs have been delivered to Cllr Osborne.
- e) 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.
- f) Councillors to note that the new bench installation has been ordered on the concrete area along the track.
- g) Councillors to note that the Clerk has met with the café tenant regarding the recent fire risk assessment. See attached report for recommendations given. The café tenant has all electrical works scheduled and has resolved the Fire Extinguisher checks and updates. Councillors to consider completing the works for inspection of the consumer unit, repairs required to the emergency fire exit door and to include review of emergency external lighting whilst the building is being renovated.
- h) The Clerk thanks those Councillors who assisted with the filling of the potholes on the access track at Ball Grove on Saturday 19th September.
- i) The Clerk thanks Cllr Jolley for strimming the weeds to the side of the building.
- j) Councillors to consider the suggestion on the Green Flag report that provision of a drinking fountain/bottle filler be considered. The Clerk recommends that this be installed this whilst the toilet is being refurbished. Councillors to consider the attached suggestions and advise the Clerk which, if any should be purchased.

12. Recreation Ground (5 minutes)

- a) The Clerk continues discussion with Pendle Borough Council Property Services regarding the water pipe issue.
- b) Councillors to decide whether to move forward with the planned Pride in Place funded works at the Pavilion for the works to toilets, hot water system and heating.
- 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 – waiting response.

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

- a) 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.
- b) Councillors to consider whether the Clerk should write a policy on the protocol for the use of Council premises, land and resources or whether to include this as part of the booking documents.

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

- a) The Admin Assistant has received the artwork from Mercer Print for the Remembrance Sunday Road closure, as attached. The Clerk has raised the purchase order.
- b) The Clerk asks for volunteers to assist with traffic management on Remembrance Sunday.
- c) Councillors to advise the Clerk who will lay the wreath at the War Memorial.
- d) Councillors to decide whether to purchase steel poppies, as per the attached email and if so, how many and where will they be displayed.

15. Policies**(3 minutes)**

Councillors to consider readopting the attached policies on Community Engagement and Reserves.

16. Asset Management System**(5 minutes)**

Councillors to consider the attached worksheet of different asset management systems available and decide which, if any the Clerk should cost for the Council's use. Attached is the corrected version of the business case document as supplied by Scribe.

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

- a) Councillors to note that the approved letter advising tenants of the changes to the terms and conditions has been sent out. So far, one tenant has requested the cost of the personal storage option. Councillors to decide how much this would be.
- b) One tenant has suggested that, if the garage is to be used for personal storage, then vehicles end up parking in front of the garage. This is to the detriment of people who use their garage for vehicles. If there are two garages either side with parked cars in front of them, it is very difficult to get your car in or out. The suggestion would be if garages are used for personal storage parking across garages is not allowed. Councillors to consider this suggestion.
- c) Request received from resident asking Councillors to reconsider how garages are offered when properties are sold. Councillors to review the attached policy and recommend any changes.
- d) One of the tenants of the parking spaces at the Victorian Toilet is asking for justification of an increase in rent as they tend to cut the bushes to the side of the space.

18. Lancashire Association of Local Councils**(5 minutes)**

Following legal advice and a governance review, LALC is considering whether to become a Company Limited by Guarantee (CLG). This would give LALC a separate legal identity and could provide clearer accountability and better protection for the Association, its officers and members. Councillors to review the attached documents and consider whether it will be supported or not.

19. Registering of Land**(5 minutes)**

Following the decision at the September meeting that the Solicitor will be sent the land registry forms for the land at Harambee Surgery and Well Head Green, the solicitor advises that this is the incorrect way to register and that the Council needs to claim adverse possession. Councillors to consider the attached estimates for both parcels of land and decide whether to proceed with this route.

20. Lack of attendance by County Councillors**(5 minutes)**

Since Cllr's Whipp and McCollum were elected as County Councillors for Pendle Rural in May 2025, only Cllr McCollum has attended any of the Parish Council meetings, but this has only been once. Councillors to decide whether the Clerk should follow this up.

21. Christmas Tree Lights Switch on

(6 minutes)

Councillors to decide whether there will be a Christmas Lights Switch on event again this year. If so, in what format and Councillors to decide on a date for this.

22. Annual RoSPA Inspection Reports

(8 minutes)

Councillors to note the attached annual RoSPA inspection reports for both Ball Grove and Lanehouse Lane Playgrounds. Councillors to advise the Clerk if the recommendations made regarding monitoring and rectifying the issues raised should be pursued with Pendle Borough Council for items affecting Ball Grove. Councillors to decide if the recommended works are to be carried out at Lanehouse Lane.

23. Grant request/Donations

(3 minutes)

- a) Councillors to consider the attached request for provision of community picnic benches from the Trawden Forest Community Centre Trust.
- b) Councillors to consider the annual donations to local charities. Councillors to review whether donations should be made for the current year, with reference to the 2025 donation schedule (attached).

24. Allotments

(2 minutes)

Councillors are recommended to approve the request from the Allotment Association to hold their annual bonfire on 7th November at 5pm on the TFAA Communal Space.

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

- **Lenovo Laptop** - Councillors to note that the old laptop required some repairs in order for the Admin Assistant to be able to carry out her duties. Laptop Spares have completed these updates at a cost of £50.
- **Footpath leading from Back Lane to Back Colne Road** – The Clerk has asked received a number of completed forms for the potential to register the path. These have been collated and are ready to be submitted, for consideration to Lancashire County Council.
- **Pendle Local Plan** - Councillors to note the attached response submitted for the Scoping Report Consultation - Pendle Local Plan 5th Edition 2025-2045.
- **Trawden in Bloom** - Councillors note the budget situation as: budget £2500 +£1990 sponsorship– spent £1885.95= £2514.05.
- **Trawden in Bloom** have been invited to the presentation at Bolton Wanderers Football Club on 29th October. Two members of the team wish to attend at a cost of £20/person. Councillors are recommended to approve this request.
- **Pointing works to War Memorial** – Councillors to note that the works ordered were completed on 11th September 2026.
- Councillors to decide whether to respond to the **Joint Lancashire Minerals and Waste Local Plan Review** consultation notification and statement of representation procedure - The minerals and waste planning authorities of Lancashire County Council, Blackpool Council, and Blackburn with Darwen Borough Council, are publishing for consultation purposes the draft revised Joint Lancashire Minerals and Waste Local Plan. The draft revised plan sets out strategic and development control planning policies for minerals and waste developments within these administrative areas. The consultation runs until 9th November 2026 and documents can be viewed at: <https://lancashire-consult.objective.co.uk/kpse/event/0163913C-F5E4-418A-8B0A-A774064B720C>
Councillors to decide whether to respond to the **Burnley Council are proposing to introduce a further 'non-immediate' Article 4 Direction which will, once in effect, remove permitted development rights for the change of use from Use Class C3 (dwellinghouses) to C4 (Houses of Multiple Occupation (HMO))** in the following wards within the borough. Briercliffe; Cliviger with Worsthorne; Coalclough with Deerplay; Hapton with Park; Lanehead; and Whittlefield with Ightenhill

26. Correspondence

- Councillors to note the attached minutes from the Calderdale Energy Farm meeting held on 29th June 2026.
- Thank you email received from a resident regarding the repairs carried out to the Ball Grove track potholes.

27. 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.

28 Finance.

- a) Councillors to note the attached half year budget position, as attached.
- b) Councillors to note the second payment of precept has been received.
- c) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£531
Andrew Crawshaw – Grass Cutting Contract	£350
Clerk Expenses – September	£34.20
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
Blackburn & Blackburn Accountants – Pension Regulator Declaration (+ VAT)	£52.50
Leo Brightley – Sweeping Ball Grove car parks	£40
Leo Brightley – urgent repairs to steps at Keighley Road car park	£270
<u>Items paid under delegated powers</u>	
Bank Charges	£14.90
Website and email package (+ VAT)	£36.00
British Gas Electricity for Ball Grove + VAT	£367.28
British Gas - Gas for Ball Grove + VAT	£50.91
Trawden Forest Community Centre – Electricity usage for office August (+ VAT)	£2.74
Jewson, Colne – PPE for Ball Grove Toilet strip out (+ VAT)	£230.62
Pennine Fire & Safety Ltd – Fire Risk Assessment at Lakeside Café (+ VAT)	£395
SLCC Annual Membership	£316
Innovatech Business Solutions Ltd – Maintenance contract for printer (+ VAT)	£82.50
Pendle Borough Council Replacement safety surfacing ball grove (+ VAT)	£3316
Royal British Legion Poppy Wreath (+ VAT)	£22.92
Laptop Spares – repair of old laptop of Admin Assistant use	£50
Reimbursement to Cllr Hodgson for stone required for repairs at Ball Grove track (+VAT)	£47.63
North West in Bloom – Prize giving ceremony	£40

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 awaits any further information from the Solicitor.

Next meeting Monday 2nd November 2026, commencing at 7.00pm.