



TRAWDEN FOREST
PARISH COUNCIL

Minutes of the Meeting held on Monday 1st December 2025

Present

Clerk Adele Smith	Councillor David Barritt	Councillor Adrian Foulkes
Councillor Philippa Osborne	Councillor Mark Watts	Councillor Barry Hodgson
Councillor Andrea Beswick	Councillor Lester Spencer	Councillor Jonathan Wiggins

Also in attendance: One resident

Apologies accepted from: Chair Ann Holmes, Cllr Jolley, Cllr S Cockburn-Price

In the absence of Chairman Holmes, Vice Chair, Councillor Hodgson chaired the meeting.

Minutes - It was resolved that the Parish Council Minutes of the Meeting held on the 3rd November 2025 be signed by the Chairman as a true and accurate record.

Declaration of Interest – None

4. Police Report - The Police were unable to attend the meeting.

5. County Councillors Report - CCllr McCollum didn't attend the meeting, and no update was received.

Borough Councillors Update/ Colne and District Committee

- a) In Cllr S Cockburn-Price's absence, the Clerk read out a short report which included:
At Colne Area on Thursday, the Park High 3G pitch is back, but doesn't seem to have progressed the noise and opening hours assessment; 25/0453/FUL at Hollin Hall is down for approval, incorporating the changes discussed with neighbours who attended last month's Parish Council meeting; Pendle Council held an extraordinary meeting to discuss and approve the Local Government Reorganisation submission for a five Unitary solution for Lancashire, with Pendle, Burnley and Rossendale together. Only Pendle and Burnley support this "ultra-local" proposal and, as it's well below the 500k population level and the cost of providing a wider range of local services will lead to even higher Council Tax. It was signed off by the Exec and submitted last week. The Cockburn-Prices were the only councillors not to vote for this "Burpendale" option; The Council's Revenue budget is looking like it will significantly overshoot its initial deficit, with an impact on the next couple of years as well. A number of ideas for savings and revenue generation will be brought forward; the Pendle Local Plan has been found to be "sound" by the Examiner and, subject to a range of agreed modifications, will be voted on by Full Council in December.
- b) It was resolved that there would be no benefit for the Parish Council to request transfer of a small parcel of land towards the bottom of the Tram Tracks at Cotton Tree. The Clerk to confirm back to Pendle Borough Council.
- c) It was resolved that the Parish Council felt that there are already a number of places for children to play out without having to close off residential streets, with reference to the Play Streets Initiative.
- d) It was resolved that the two parcels of land; the Tram Tracks from Standroyd Drive to LBS and a parcel of woodland within Ball Grove would not be pursued due to the financial liabilities that would come with these.

7. Community Centre Trustees update

Councillors noted the report sent by the Chair of Trustees which included: The village newsletter has been distributed. Whilst this is produced by the Charity it is a whole-village newsletter which includes information from many other organisations within the village, with an approximate cost £698 for 1200 copies. It was resolved that the Parish Council would contribute to the next one; the fire risk assessment took place on 23rd October. We are happy to report that there were no actions from it; Events coming up at the Community Centre include the annual Festive Craft & Gift Fair on 26th November and another Sunday Session featuring live country music on 30th November. In December, the very popular children's Christmas party will be held on 7th, a volunteer Christmas party on 12th and **29/2025**

New Year's Eve party tickets are now on sale. All welcome to all our events; We are happy to be the guarantor for the bid being made to the LEF to renovate the building at Ball Grove and look forward to working with councillors to ensure that the offers at Ball Grove and the community centre are complementary rather than competitive.

8. Residents Issues – one resident attended the meeting to listen to one of the agenda items.

9. Neighbourhood Plan

Neil from the consultants O'Neill Homer attended via Teams to talk through the initial documents submitted. It was resolved that the sub committee would arrange a meeting to push this forward.

10. Planning Applications:

Councillors ratified the already submitted comments for the application: Planning Application 25/0731/HHO – Proposal: at 3 Millbrook Court. Full: Erection of a single storey rear and side extension, replacement of first-floor French doors with a projecting box window and a sliding door to rear elevation. Response submitted by the Planning Committee – Councillors have no objections to the proposals within this application

11. Ball Grove

- a) Councillors noted that the locking bollard has been installed. Thanks to Cllr's Hodgson and Spencer.
- b) Councillors noted the positive feedback from the consultations held. It was resolved that the Clerk would request drawings to include the installation of a path around the side and to the rear of the building with a new access door and the potential to install a lift inside.
- c) Councillors noted that the expression of interest for the Lancashire Environmental Fund has been submitted by Maureen Askew. Councillors thanked Maureen for her work so far.
- d) Councillors noted that the re-lining works to the disabled parking area near to the building and the car park at Winewall Road have been completed.
- e) The Clerk has received an update regarding the throw lines at the lake and will present at the next meeting.
- f) Cllr Jolley and Mr Smith met with Healthmatic regarding a toilet. As Cllr Jolley wasn't at the meeting, the discussion was deferred to the January meeting.
- g) Councillors noted that the Green Flag has been awarded. Thanks to Friends of Ball Grove for their continued efforts.
- h) Councillors noted that the repairs, as recommended in the annual RoSPA report have been completed on the playground.
- i) It was resolved that the Clerk will ask Leo Brightley to fill the potholes on the access road with the stone currently stored on the concrete area.
- j) It was resolved that the Green Flag will be applied for. The Clerk to update the Management Plan.
- k) It was resolved that the Clerk will ask Leo Brightley to assess the damp issues in the café and report back.
- l) Cllr's Hodgson and Spencer to inspect and assess the barrier on the Keighley Road car park with a view to repairing.

12. Friends of Ball Grove

- a) It was resolved that the group will be asked for their proposals regarding cycling signage.
- b) It was resolved that the Council will propose that the bench to be moved, onto the very large concrete area would be suggested so that it is accessible for all.

13. War Memorial

- a) Councillors noted that the tree works have been ordered.
- b) Councillors noted that the Clerk will apply for planning permission upon completion of the tree works and final decision on the flagpole.

14. Anti-Social Behaviour Fact Sheet

- a) Councillors approved the artwork for the leaflet.
- b) The Clerk to ask when the next newsletter will be produced and whether it is possible to include a loose-leaf leaflet inside. The Clerk to report back at the next meeting.

15. Christmas Lights Switch on

- a) Cllr's Spencer, Wiggins, Barritt and Osborne will attend to assist with the evening.

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- b) Cllr's Holmes and Mrs Barritt confirmed they can assist with refreshments.
- c) It was resolved that the Parish Council will match the value of donations received for school at the event.
- d) Councillors thanked Ben Marshall for PAT testing the Stars' free of charge.

16. Remembrance Day

- a) Councillors noted that the Clerk had thanked those who assisted with the traffic management. Cllr Hodgson advised that the Church are purchasing a PA system that can be used or loaned out as required.
- b) It was resolved that there would be no additional signage regarding the road closure.
- c) Councillors noted that the Church Wardens have thanked the Clerk and Councillors for carrying out the road closure.

17. Bulb Planting – Councillors noted that the bulb order has been received. Cllr's Barritt and Hodgson will plant to the rear of the bus terminus, at Trawden Road and to the side of Lift Tech on Skipton Road.

18. Land at Trawden Road – The Clerk to ask Lancashire County Council what their long-term plans are with their storage yard at Skipton Road before any costs are incurred on any parking surveys at this site.

19. Grot Spot Walk – It was resolved that the Parish Council would ask Pendle Borough Council to carry out more weed spraying next year.

20. Emails - Councillors noted that the new email address for the Council will be changed to clerk@trawdenparishcouncil.org.uk. The old address will have an auto-forward and response set up.

21. Change of meeting time – it was resolved that the Parish Council will continue to meet at 7pm.

22. Woodland Trust Trees – It was resolved that Cllr's Foulkes and Watts would arrange planting of these trees.

23. School Swimming Initiative – It was resolved that the Parish Council will continue to reimburse parents/carers direct for any swimming sessions attended during school holidays for 2026/7.

24. Councillors to note the following items:

- a) **Trawden in Bloom** - Councillors noted that the Clerk has written to all sponsors to advise of the increase in cost, where applicable. Only one negative response received.
- b) **Trawden in Bloom** - Councillors noted the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2616.71= £1967.39.
- c) **Playground Inspections**- Councillors noted that the Clerk has arranged for the remedial works at Lanehouse Lane Playground, recommended to be carried out.
- d) **Bus Terminus Repairs** – Councillors noted that the Clerk has produced and distributed the short tender document for the works recommended. Closing date 20th December 2025. All tenders to be opened in conjunction with the Financial Regulations on a date to be determined, once the period has closed.

25. Correspondence

- a) Latest National Policy Update from the Corporate Strategy and Policy team from Lancashire County Council forwarded to all Councillors.
- b) Councillors noted the thank you email received from Mountain Rescue for the recent donation.
- c) Councillors noted that Redrow Homes have responded to the Clerk to advise that they do not own the bushes opposite Weavers Court. It appears that the land is unregistered. It was resolved that, with immediate effect, the Parish Council would stick to their legal obligations and only cut the area of bushes that belongs to the Parish Council. We do not own and are not responsible for the rest of the area.
- d) Councillors to note that a thank you letter has been received from North West Air Ambulance for the recent donation.
- e) It was resolved that there are no objections to the proposed diversion of footpath FP1307082 and FP1307082a.

26. Councillors noted the following items:

- a) **Speed limit on Keighley Road/Rock Lane** – The Clerk awaits information from the discussion at the next Traffic Liaison Committee meeting. Next meeting scheduled for 1st or 3rd December 2025.
- b) **Recreation Ground** - The Clerk has written to Waterplus regarding the potential of installing a new meter on the Recreation Ground and just paying for this usage. The Clerk requires more information from Pendle Borough Council in order to discuss this with Waterplus, this information has been requested.
- c) **The Green at Well Head** – The Clerk awaits the return of the original, completed document in order to update and submit for registration of the land.

Finance

It was resolved that the following payments be made:

Andrew Crawshaw, Lengthsman Hours	£391
Clerk Expenses – November	£10.40
<u>Items paid under delegated powers</u>	
Bank Charges	£12.80
Website and email package (+ VAT)	£38
British Gas – Gas charges for Ball Grove (+ VAT)	£71.47
British Gas – Electricity charges for Ball Grove (+ VAT)	£239.88
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for October (+ VAT)	£13.42
Pendle Borough Council – Over stickers for Ball Grove signage (+ VAT) P.O no 58	£39.23
Broxap Ltd – Bollard for Ball Grove (+ VAT) P.O no 59	£109
Amazon – extension cable (+ VAT)	£13.49
Mandeleigh Plants – Trawden in Bloom (+ VAT)	£608.86
Healthmatic – Ball Grove Site Survey (+ VAT) P.O. no 61	£375
Monk of Colne – lining of Ball Grove car parks (+ VAT) P.O. no 60	£1849
LBS Worldwide Ltd – Perlite for Trawden in Bloom (+ VAT)	£35.18
Mandeleigh Plants – additional plants for TiB (+ VAT)	£33.75
Amazon – Cups for Lights Switch On (+ VAT)	£9.79
Pendle Borough Council – Repairs to safety surfacing (+ VAT) PO no 45	£650
Pendle Borough Council – second quarter grounds maintenance (+ VAT) PO 52	£4609.31
JRB Enterprise Ltd – Dog Bags (+ VAT)	£109.10
Farmer Gracy Ltd – Spring bulbs (+ VAT)	£395.07

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) Councillors noted that the Clerks appraisal took place in early October, but the document has yet to be approved by the HR Committee. Cllr Osborne to chase Cllr Holmes for the document.
- b) It was resolved that the Parish Council would investigate the new query regarding parking from the complainant.

Meeting closed 9pm

Next meeting Monday 12th January 2026 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

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