



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

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

**1. To approve Apologies**

**2. To consider and approve the Minutes** of the Parish Council meeting held on 12<sup>th</sup> January 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.

**4. Police (5 minutes)**

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

**5. County Councillors Report – for information only (5 minutes)**

- a) The Clerk still awaits further information regarding the double yellow lines and waiting restrictions, proposed 20mph zone and the proposed meeting regarding Wycoller.
- b) Councillors to note that a planning application for repairs to the Aisled Barn has been submitted.

**6. Borough Councillors Update – for information only (5 minutes)**

- a) Cllr S Cockburn-Price to give an update on the current situation relevant to our Parish.

**7. Community Centre Trustees Update (2 minutes)**

Councillors to note the attached report from the 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 (5 minutes)**

- a) Councillors review the attached regarding the cost of producing a replacement Conservation Area Plan and decide whether this is acceptable. Cllr S Cockburn-Price advises that there may be funding available for this.
- b) The Clerk has asked members of the original working group if they are still interested in joining this group and their availability. Waiting responses.

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

APPLICATION: 26/0026/VAR. PROPOSAL: Variation of Condition: Vary Condition 2 (Plans) and Remove Condition 4 (Glazed Link) of Planning Permission 20/0143/FUL. AT: Lower Naze End Farm Hollin Hall Trawden.

APPLICATION: 26/0005/LBC PROPOSAL: Listed Building Consent: Remedial works to repair original timber, replace roof and ridge tiles and remove existing scaffolding. AT: The Aisled Barn Wycoller Road Trawden

**11. Ball Grove (15 minutes)**

- a) Councillors to note that the designer has sent a pre-planning query to Pendle Borough Council for their perusal. If full planning permission is required, it would cost £234. Councillors to confirm that this avenue should be pursued and the amount paid, if required.

- b) Councillors to note that the Expression of Interest form for the installation of throw lines has been approved. Waiting further details of suppliers of the boards.
- c) With reference to the investigations into the re-opening of a toilet at Ball Grove, Councillors to note that a Teams meeting has been held with Addingham Parish Council who will provide details regarding costings for their installation. Cllr Jolley and the Clerk will report back at the next meeting.
- d) Councillors to note that the Green Flag submission has been sent along with the revised Management Plan.
- e) Councillors to note that the Lancashire Environmental Funding bid is progressing. Maureen Askew has confirmed that she will assist with this on return from her holiday. The Clerk has requested an extension to the submission due to the close submission date.
- f) The Clerk confirms that the rules of the Public Spaces Protection Order allows cycling in the Park. Friends of Ball Grove ask for some signage with requests for cyclist to be courteous to others.
- g) Councillors to note that the Clerk has received a request from the hopefully new to form eco group who would like the trees as provided by the Woodland Trust.
- h) Email received from a resident requesting installation of bat boxes at Ball Grove. Councillors to review the request and make a decision on this request.
- i) Whilst at Ball Grove with Officers from Pendle Borough Council, they advised that the two litter bins on the playground could do with replacing. Councillors to consider this suggestion. Bins are £400 each.
- j) Councillors to note that the cost for power washing the playground at Ball Grove is £1758.75. Councillors to consider whether this should be approved. If so, these works would be carried out in early spring.
- k) Councillors to note the attached email from the Blind Society and confirm to the Clerk how the Council wishes to respond.
- l) Councillors to consider re-filling the path from the car park to the track, at Ball Grove as some of the stone has now settled and consider the two small repairs to the playground where the ground has worn away due to the weather. See attached report.
- m) Cllr's Hodgson, Holmes and Jolley attended the Friends of Ball Grove meeting. Minutes of meeting attached.

**12. War Memorial (3 minutes)**

- a) John Whiteside has carried out the tree works around the War Memorial. Cllr Spencer can now re-assess the area, with ease regarding the proposed flagpole.
- b) The Clerk needs to apply for planning permission once the height of the flagpole has been decided.

**13. Funding Opportunity (6 minutes)**

Cllr Holmes attended a meeting to discuss funding from Government for local projects. Cllr Holmes gives an update on this meeting and Councillors to make any decisions on any items raised. The Clerk has given some outline details for the two projects in order for the bids to be submitted.

**14. Responsibilities of the Parish Council (5 minutes)**

The Clerk raises concerns for the management of ongoing and new projects that Councillors have agreed to carry out. Cllr Holmes to give an overview of where we are at and what needs finalising. Councillors to consider these requests.

**15. Tram Tracks (4 minutes)**

- a) As owners of the relevant part of the Tram Tracks, our Lengthsman has raised concerns regarding the size of some of the bushes. Councillors to decide whether to ask a tree surgeon to quote for works required, as attached.
- b) As requested at the last meeting, the Clerk has asked the previous contractor for an estimate for repairs to the cobble setts at the bus terminus. Estimate attached. Councillors to decide how to proceed.

**16. Councillors to note the following items:**

- a) **Trawden in Bloom** - Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2364.87= £2219.23.
- b) **Trawden in Bloom** – Councillors note that the last meeting was held on 12<sup>th</sup> January. Minutes to be circulated once received.

- c) **Recreation Ground** - Cllr S Cockburn-Price has contacted Pendle Borough Council with regards to the situation with the water supply/installation of a meter. The Director of Place is looking into this.
- d) **Anti-social Behaviour Fact Sheet** - Councillors to note that the Clerk has uploaded this to the website and is finding out how many need to be printed for distribution, hopefully by the Police cadets.
- e) **Land belonging to Lancashire County Council** – Councillors to note that the Clerk has asked for a meeting with officers from Lancashire County Council to look at both the land at Trawden Road and the parcels of land to the front of Bankfield street, Gladstone Terrace and to the side and rear of Lift Tech, and the parcel to the side of the storage yard.

**17. Correspondence** – Councillors to note the correspondence:

- a) Councillors to note the attached minutes from the latest Allotment Association meeting.
- b) Councillors to note that the Allotment Association thank them for agreeing to fund the posts for the manure plot, but these are no longer required.
- c) Councillors to note the attached update regarding the manure store at the Allotments.
- d) Councillors to review the attached email regarding dog fouling at Well Head and decide how to action/respond.
- e) Councillors to consider the attached email from Green Councils Biodiversity Solutions and decide whether to invite them to a meeting.

**18. Ongoing** – Councillors to note the attached document.

**19. Finance**

- a) To note that the precept request has been returned to Pendle Borough Council and acknowledgement has been received.
- b) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£263.50
Clerk Expenses – January	£7.80
Medisol BV – Paediatric Pads for Defib at Ball Grove (+ VAT)	£122.99
<u>Items paid under delegated powers</u>	
Bank Charges	£12.50
Website and email package (+ VAT)	£38
British Gas – Gas charges for Ball Grove (+ VAT)	£106.26
British Gas – Electricity charges for Ball Grove (+ VAT)	£161.77
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for November (+ VAT)	£46.79
Northern Life Media – artwork for ASB leaflets (+ VAT)	£50

**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 to note that the Clerks appraisal took place in early October. Cllr Holmes to update Councillors.
- b) Café lease – Councillors to consider the attached email from the Solicitor in relation to the new café lease.
- c) Councillors to note the attached email from the Solicitor regarding costs for finalising the lease for the café.
- d) Cllr Holmes to advise the Council on any new correspondence received from the resident with whom the Vexatious Complainants Policy has been invoked. Councillors to decide whether to formulate a response to these new queries, and if so, what.

**Next meeting Monday 2<sup>nd</sup> March 2026, commencing at 7pm.**