



TRAWDEN FOREST  
PARISH COUNCIL

## **Minutes of the Meeting held on Monday 11<sup>th</sup> May 2026**

### **Present**

Chair Ann Holmes	Clerk Adele Smith	Councillor Adrian Foulkes
Councillor Barry Hodgson	Councillor Andrea Beswick	Councillor Judy Yacoub
Councillor Jonathan Wiggins	Councillor Mark Watts	

**Also in attendance:** Cllr S Cockburn-Price, 3 residents

**Apologies accepted from:** Councillor Eleanor Jolley, Councillor Philippa Osborne, Councillor Lester Spencer

**Minutes** - It was resolved that the Parish Council Minutes of the Meeting held on the 13<sup>th</sup> April 2026 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**

- Councillors noted that the proposal for double yellow lines and waiting restrictions has gone back to the Traffic Liaison Committee as it has been recommended that they be altered. Cllr S Cockburn-Price will chase this with the Traffic Liaison Committee.
- Councillors noted that the Clerk has requested an update for the proposed 20mph zone. Cllr S Cockburn-Price will chase this with the Traffic Liaison Committee.
- Councillors requested that the Clerk contact the two County Councillors and state that we would appreciate attendance at the meetings or a regular update.

### **Borough Councillors Update/ Colne and District Committee**

Cllr S Cockburn-Price sent her advance apologies for the June meeting.

Cllr S Cockburn-Price advised that the new Borough Councillor is Reform candidate, Alan Whitehead.

Cllr S Cockburn-Price attended the Calderdale Energy Park consultation held at the Community Centre recently.

There will be a major impact for Colne but they have not been consulted.

Cllr S Cockburn-Price advised that, as far as she knew, the Pride in Place and Legacy Funding were still going ahead.

### **7. Community Centre Trustees update**

Councillors noted the report sent by the Trustees, which includes: In Post locker are expected to be fitted at the side of the shop on April 28th. This has been delayed; the Community Fund are welcoming local groups to apply for small grants again for 2026 and so far, £300 has been given to 6 successful community groups; there is currently a social media campaign highlighting how competitively priced many items in the shops "filling station" are. Buying from there also helps the planet, reducing the need for unnecessary packaging as one's own containers can be refilled.

**8. Residents Issues** – Two members of Trawden Wildlife Group attended the meeting to hear the outcome on the Woodland off Skipton Road agenda item. One resident attended the meeting to hear the outcome of the grant request from Trawden Man Shed.

### **9. Neighbourhood Plan**

Councillors noted the minutes of the last meeting of the Steering Group held on 22<sup>nd</sup> April. It was resolved that the Parish Council would, as already agreed, use the £8700 from the Legacy Fund to contribute to this project. Colne and District Committee will potentially fund up to £5000 towards a new Conservation Area Appraisal and the Parish Council will take from reserves, the balance of the £16,000 to get the Neighbourhood Plan to adoption. The Call for Sites will be done by O'Neill Homer, and the Clerk has requested costs for both Growth Lancashire and O'Neill Homer to do the Conservation Area Appraisal. It was felt that this would be good long-term investment for the Parish as any further updates to the Plan would then be easier to conduct.

**01/2026**

## **10. Planning Applications:**

APPLICATION: 26/0240/FUL PROPOSAL: Full: Erection of a detached outbuilding within the rear garden. AT: Land And Buildings To The South Of 13 To 15 Clifton Street Trawden. Parish Councillors have no objections to the proposals within this application.

APPLICATION: 26/0187/FUL PROPOSAL: Full: Formation of an outdoor riding arena with timber post and rail fencing. AT: Field Number 3565 Lane Top Winewall. Parish Councillors have no objections to the proposals within this application but request that there are no floodlights installed as it would be concerning to local residents should this occur.

## **11. Ball Grove**

- a) Councillors noted that the Biodiversity Net Gain statement is not required for the planning application, but an ecological report is required. Councillors delegated authority to the Clerk to ensure all reports required for this planning application are completed so that it can be verified with the Planning Department and moved forward.
- b) Councillors noted that the Clerk has ordered the water safety boards and to note that there is an additional cost of £200 for the design to the rear of the boards
- c) Councillors noted that the Clerk has produced the tender document that will be sent to three contractors to provide a quote as per Financial Regulations. Cllr Jolley to check the document before issuing.
- d) Councillors noted that the Pride in Place funding will be paid retrospectively at the end of the projects upon submission of evidence of completion.
- e) Councillors noted that the Clerk has requested the amendments to the cycling signs and awaits the artwork proofs for approval.
- f) Cllr Foulkes confirmed that he has received a verbal quote of £1550 for power washing the whole of the playground. This work is to be postponed until Spring 2027 and added into the 2027/8 budget.
- g) Cllr Spencer was unable to attend the meeting 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.
- h) Cllr Holmes advised that Friends of Ball Grove would like to see another bench on the large concrete area to the side of the river near to the playground. The Clerk to source one and request half of the cost from the Friends group.
- i) Councillors noted that the Clerk has received an email from a Colne Councillor who has received a report that the gates to the Keighley Road car park were locked on Friday 10<sup>th</sup> April at 8am. The report came from a person with walking difficulties. This is carried out by volunteers and apologies for any inconvenience will be sent.
- j) Cllr's Jolley and Beswick met with representatives from the Blind Society to discuss parking and access within the Park. Councillors noted the notes from the meeting and it was resolved that the Clerk would speak to the café tenant and ask that they move the A-frames onto the grassed area, the relevant parts of the Management Plan will be sent to the Blind Society and ask them if this is sufficient to upload onto the website, we will progress the audio descriptions via a QR code and the request of the use of Navilens.
- k) Councillors noted the Annual General Meeting minutes from the Friends of Ball Grove. They approve the contribution of £150 towards the wildflower area in the park.
- l) The Clerk has received a request to re-line the large car park off Keighley Road. It was resolved that the Clerk will request a cost for this, and it will be added to the 2027/8 budget for consideration.
- m) Councillors noted that the new disabled parking signs have been installed at Ball Grove Car Park at a cost of £94.

## **12. Parish Council Clerk**

The HR Committee will discuss the item regarding the revised job description and employment of an admin assistant. It was resolved that the Clerk has a budget of up to £500 for a new laptop.

## **13. Bus Shelters**

- a) Councillors noted that the Clerk has confirmed to Lancashire County Council that the new bus shelter at the Community Centre can be installed. They will be responsible for all maintenance and cleaning. It was resolved that Cllr Hodgson will store the old bus shelter until a decision on where it could be reused is decided.
- b) Councillors noted that the black powered pole, to fit passenger realtime information screens has been installed at the bus terminus. Lancashire County Council will also look at reinstating the internal light as it has been disconnected in the past.

#### **14. Lanehouse Lane Playground**

- a) Councillors noted that the Clerk has contacted Colne Youth Action Group to advise when ball games are being played on the playground. The Clerk has also put posts out on social media reminding people of the restrictions.
- b) It was resolved that the Clerk will ask Cllr Jolley to deliver an assembly on issues around ball games on the playground.
- c) It was resolved that the Clerk contact Colne Youth Action Group to do some sessions on the playground. The Clerk to contact them and ask for a cost for delivering a 10 week programme. Once this has been approved, Cllr Jolley can incorporate this into the assembly.

#### **15. War Memorial**

- a) It was resolved that the lime mortar required for pointing the flags around the bottom of the War Memorial be ordered at a cost of £289.
- b) Councillors noted that the pre-planning application has been made to Pendle Borough Council for an 8m tall flagpole. The Clerk has now received a response to this and will add it to the June agenda.

#### **16. Trawden in Bloom**

- a) Councillors noted the budget situation as: budget £3000 +£1140 sponsorship– spent £185.95= £3454.05.
- b) Councillors feel that the idea of creating a cut flower bed at the allotment for use for people who are in need of comfort or cheering up was a lovely idea.

#### **17. Policy Review**

It was resolved that the Financial Regulations, Risk Management Policy Statement and IT Policy be re-adopted. The Health and Safety policy needs slight amendments, but this is adopted once these changes have been completed. It was suggested that another column be input onto the Risk Management Register to give an outcome following mitigation of the risk. Cllr Foulkes to look at this and present at the June meeting, if available.

#### **18. Woodland off Skipton Road**

Councillors noted that this parcel of land would cost of £1 and would be on a 125yr lease plus £1500 legal and surveyor costs if transferred from Lancashire County Council. Trawden Wildlife Group have expressed an interest in managing this parcel of land and have already written an initial draft plan on how it could be managed. It was resolved that the Clerk contact LCC and ask if they could split off this woodland from the areas to the front of Gladstone Terrace and Bankfield Street and the access road as these would be liabilities for the Parish Council.

#### **19. Recreation Ground**

- a) Councillors noted the minutes from the meeting held with Recreation Ground users regarding the Pride in Place funding available for upgrading the showers, hot water system and toilets. It was resolved that this be added to the June agenda for re-evaluation of the works required and funding available. A member of the subcommittee to create an impression of how the building could be re-configured. Any Parish Council spend on this building would need to be put to our residents for consultation.
- b) Councillors noted the email from Pendle Borough Council with reference to the water pipe and the Clerks response. It was resolved that Cllr Hodgson meet with a representative of Liberata so they can see where the pipe is located and additional tap-ins to this pipe.

#### **20. Bowling Club**

Councillors noted the update from Pendle Borough Council regarding the Bowling Club's request for transfer of the site to the Parish Council. The Clerk to advise members of the Bowling Club that this will be discussed at The Executive Meeting which is being held on 28<sup>th</sup> May 2026 so that they can attend. If this site is transferred, the Parish Council would need to enter into an agreement with the bowling club to ensure the Parish Council do not have any unexpected long-term liabilities.

#### **21. Calderdale Energy Park**

Cllr's Foulkes and Wiggins gave an update on the recent initial meeting for the proposed energy park at Widdop. This project would have long-term impacts on the whole area including the traffic situation. Cllr Yacoub to look at some bullet points for a response to the consultation on this.

**03/2026**

## 22. Annual Parish Meeting

It was resolved that the Annual Parish Meeting would be postponed until 2027 due to time constraints. The Clerk to add to the February agenda for discussion.

## 23. Parish Council Chains and Spade

It was resolved that the Clerk will contact the Community Centre Trustees to see if it is possible to store the items in the Community Centre in a cabinet purchased by the Parish Council.

## 24. Grant Application

It was resolved that the grant application for the Men's Shed should receive a donation of £500.

## 25. Councillors to note/comment on items:

- a) Councillors note that the finger post at the bottom of the Cotton Tree Tram Tracks was knocked over. It has been reinstalled at a cost of £70.
- b) It was resolved that the Parish Council will sponsor a scarecrow for the Trawden Garden Festival at a cost of £30.

## 26. Correspondence

- a) It was resolved that Cllr's Holmes, Hodgson, Wiggins and the Clerk will attend the special Church service on Sunday 17<sup>th</sup> May at 9.30am.
- b) Councillors noted the details of the repairs carried out by the Footpaths Team at Pendle Borough Council with whom we opt into the enhanced service with them. Councillors feel that this is good service that we receive.

## 27. Ongoing

- a) **Speed limit on Keighley Road/Rock Lane** – Councillors noted that the Clerk has chased Lancashire County Council for an update on this suggestion.
- b) **The Green at Well Head** – It was resolved that the Clerk moves this along by completing the registration forms. Cllr Foulkes will provide an outlined map for the area.

## 28. Finance

- a) It was resolved that the annual Parish Council insurance is renewed at a cost of £1849.87 with Zurich.
- b) Councillors noted that many payments have been received for the invoices sent out for allotment tenants, garage tenants and sponsorship and that any outstanding payments are being chased.
- c) Councillors noted the Year End budget position, by cost code.
- d) Councillors noted that the first precept payment of £70,000 has been received.
- e) It was resolved that the following payments be made:

Andrew Crawshaw, Lengthsman Hours	£540
Andrew Crawshaw – Grass Cutting Contract - April	£350
Andrew Crawshaw – Reimbursement to A Crawshaw for weedkiller (+VAT)	£161.00
Clerk Expenses – March	£19.50
Clerk's Additional hours	16.75 hours
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
CWS Groundworks – installation of signs at Ball Grove	£94
Innovatech - quarterly service charge (+ VAT)	£82.50
National and Lancashire Association of Local Councils Membership	£511.46
<u>Items paid under delegated powers</u>	
Bank Charges	£13.10
Website and email package (+ VAT)	£23
British Gas – Gas charges for Ball Grove (+ VAT)	£74.34
British Gas – Electricity charges for Ball Grove (+ VAT)	£280.31
EE (+ VAT)	£19.60
Community Centre Trust – Electricity for March (+ VAT)	£24.41
Reimbursement to JB Hodgson for stone for repair at Ball Grove (+VAT)	£30.25
Leo Brightley – Paining bollards as requested from Grot Spot	£56
HMRC P30	£2917.45

Paul Lomax – Planning consultation fee as approved (+ VAT)	£2464
Leo Brightley – reinstatement of finger post	£70
Reimbursement to clerk for additional keys for padlock at Ball Grove Toilet	£36

## **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) It was resolved that the offer letter and terms and conditions of the Pride in Place Funding be signed and returned.
- b) Café lease – Councillor Spencer was unable to attend the meeting. Move this to the June meeting where Cllr Spencer to advise the outcome of the conversation with the café tenant regarding the outstanding lease issues.
- c) Cllr Holmes advised the Council that only repetitive correspondence has been received from the resident with whom the Vexatious Complainants Policy has been invoked. No response required.
- d) It was resolved that based on certain emails received, the Parish Council will invoke item 7.4 of the Vexatious Complainants Policy and completely remove all services for this person.

### **Meeting closed 9.25pm**

Next meeting Monday 1<sup>st</sup> June 2026 - commencing at 7pm at Trawden Forest Community Centre, Church Street, Trawden.

**05/2026**