

For the attention of Adele Smith  
Chair, Trawden Forest Parish Council

Dear Adele

27 July 2026

**Trawden Forest Conservation Area Appraisal and Management Plan**

Thank you very much for inviting Growth Lancashire to provide a fee quote for the re-survey of the Trawden Forest conservation area appraisal and management plan.

Following discussion of the requirements at our meeting of 13 July 2026, we propose the following:

As part of the assessment we will provide a broad summary of the open areas with dispersed farmsteads, instead of an in-depth assessment, to minimise costs. It is considered that for these areas, a brief summary will be sufficient to describe their significance. We will refer to the existing appraisal to help inform this assessment. We will provide a more in-depth assessment of the developed areas of the conservation area, including Cotton Tree and Winewall, Trawden and Wycoller.

We will ensure the views highlighted in the design code are included in the appraisal where relevant. We can assimilate any relevant guidance in the draft design code into the appraisal and reference the code and existing SPD Conservation Area Design and Development Guidance (2008) within the appraisal and management plan to ensure residents and developers are aware of each document. We will ensure the guidance and advice is in line with the design code and will make the Parish Council aware of any issues in the design code we feel may conflict with advice we would provide as the Council's heritage consultants (if relevant).

We can use the character areas identified in the design code in the appraisal for ease of use of both documents.

We discussed issues affecting character briefly in our meeting, one being unauthorised fences. We will include this as a threat in the management plan along with guidance on the requirement for planning permission to inform residents and prevent future enforcement action. We propose a separate meeting, to discuss threats and any other issues as the work progresses, to be included in the management plan. We will ensure the recommendations in the management plan are achievable without placing onerous expectations on residents, the Parish or Borough Councils.

We propose to use the adopted template we have used for the Lidgett and Bents and Albert Road, Colne draft Pendle appraisals, which will reduce costs. Additional text can be suggested where relevant.

We will provide views and any other relevant information, for example open green spaces, and the significance level of individual buildings – currently adopted as green for high positive, blue for listed buildings, amber for neutral buildings and red for negative buildings, to the Parish Council to include as layers on their existing mapping system. This will need to be provided by Growth Lancashire as annotated PDFs, as we are unable to provide shapefiles. I would be grateful if you could please confirm this is acceptable, should you wish to accept the quote.

Our fee quotation is below, please feel free to contact me directly with any queries, or if there are any areas you wish to add or omit.

Thank you again for asking us to provide a fee quote for this work, I look forward to hearing from you in due course.

Yours sincerely,

Bethan Frost

Heritage and Conservation Officer  
[Bethan.Frost@growthlancashire.co.uk](mailto:Bethan.Frost@growthlancashire.co.uk)

# Growth Lancashire Ltd

Quotation

**PROVISION OF TRAWDEN FOREST CONSERVATION AREA  
APRAISAL AND MANAGEMENT PLAN**

**Quote Ref: GL/BF/TF  
Date: 27 July 2026**

For the attention of Adele Smith  
[clerk@trawdenparishcouncil.org.uk](mailto:clerk@trawdenparishcouncil.org.uk)

| Description of Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <ol style="list-style-type: none"> <li>1. Review of the existing appraisal.</li> <li>2. Review the draft Design Code and add relevant information to draft appraisal.</li> <li>3. Undertake site visits to Trawden, Wycoller and Winewall and Cotton Tree.</li> <li>4. Draft appraisal.</li> <li>5. Draft mapping to be added as layers to existing mapping by Trawden PC.</li> <li>6. Assess issues/threats in discussion with Trawden PC and Pendle BC.</li> <li>7. Draft management plan.</li> </ol> |                  |
| Fees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | £8,300.00        |
| VAT @20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | £1,660.00        |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>£9,960.00</b> |
| <p>*Please note that any additional work outside the scope of the fee quote will be charged at our standard hourly rate of £66.15 plus any out-of-pocket expenses.</p>                                                                                                                                                                                                                                                                                                                                  |                  |

If you have any questions concerning this fee schedule and how to pay, please contact:  
**Bethan Frost**

Heritage and Conservation Officer

Growth Lancashire Ltd

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