



TRAWDEN FOREST  
PARISH COUNCIL

## **Minutes of the Meeting held on Monday 2<sup>nd</sup> February 2026**

### **Present**

Chair Ann Holmes	Clerk Adele Smith	Councillor Adrian Foulkes
Councillor Barry Hodgson	Councillor Andrea Beswick	Councillor Lester Spencer
Councillor Jonathan Wiggins	Councillor Eleanor Jolley	Councillor Mark Watts

**Also in attendance:** Two member of Friends of Ball Grove, Cllr S Cockburn-Price

**Apologies accepted from:** Councillor Philippa Osborne, Councillor David Barritt.

**Minutes** - It was resolved that the Parish Council Minutes of the Meeting held on the 12<sup>th</sup> January 2026 be signed by the Chairman as a true and accurate record following the amendment of Cllr Jolley's apologies.

**Declaration of Interest** – None

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

**5. County Councillors Report** – The Clerk has requested an update from Cllr Whipp; nothing received. Cllr McCollum sent his apologies for the meeting and an update including that money has been secured to invest into all 5 care homes, and the amount will be announced in due course. The County Council are still looking into the future of the day centres what that may look like. In terms of Wycoller, Cllr McCollum will speak to the cabinet member urgently so that a meeting can be scheduled to discuss the proposal of a possible transfer. He will let the Clerk know the outcome.

Cllr Hodgson advised that the Traffic Liaison Committee had met and the outcome of the meeting was schedule to be discussed at the Colne Area Committee meeting on Thursday. There is a suggestion that the proposed double yellow lines at Slack Booth be extended.

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

Cllr S Cockburn-Price advised that the Borough Council elections are cancelled, again; the first Play Street is being organised in Colne; if anyone notices any street signs that need painting, contact Cllr S Cockburn-Price who will add them to her master list.

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

Councillors noted the report sent by the Chair of Trustees which included: The Trustees were pleased to provide a letter of support (regarding working closely on bookings) for the Parish Council funding bid to the LEF to renovate the building at Ball Grove; the AGM on Friday 16th January was well-attended. This covered the whole of the Charity's activities including the shop. Several of the organisations who received small amounts of funding through our Community Fund attended and gave brief presentations on how they spent the money and the impact on them and the community. We also heard that the Charity and shop are both in a healthy financial position going forward, even though we are now funding the salaries of our two staff; there are several vacancies for trustees following the resignation of some long-standing members. If anyone is interested in joining, or knows anyone who might be interested, please get in touch with either Ann Boocock, or Molly Ralphson; an events calendar for 2026 is currently being put together.

**8. Residents Issues** – two members of Friends of Ball Grove attended to discuss cycling in the Park. The Public Spaces Protection Order allows cycling. Councillors discussed this as part of the agenda item.

### **9. Neighbourhood Plan**

The Clerk circulated the quoted cost to produce a new Conservation Area report by O'Neill Homer. Cllr S Cockburn-Price advised that some of this could be covered by Colne Area Committee.

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Cllr Foulkes gave an update on the Neighbourhood Plan. The first steering group committee will take place in February and will report back at the March meeting. The Clerk will draw up Terms of Reference for the group that will be presented at the March meeting, for approval.

#### **10. Planning Applications:**

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. Response: Councillors feel that the steel chimney should either be painted black or replaced with a black one. Councillors have no comment of the area of cladding that is on the modern part of the building. They also feel that the glass linkage has not been built to the original planning permission that was approved, and it should revert to the style as per original, passed plans.

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. Response: The Parish Council thanks Lancashire County Council for this application and have no objections to the proposals within this application. Hopefully this will be approved and works will commence urgently.

#### **11. Ball Grove**

- a) Councillors noted 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. It was resolved that this is acceptable to pay for the permission.
- b) Councillors noted that the Clerk has received a copy of the completed Expression of Interest form for the installation of throw lines that has been approved.
- c) Councillors noted that, with reference to the investigations into the re-opening of a toilet at Ball Grove, a Teams meeting has been held with Addingham Parish Council who will provide details regarding costings for their installation. More information will be available at the next meeting.
- d) Councillors noted that the Green Flag has been applied for with the revised, approved Management Plan and the Clerk has received confirmation that this has been received and accepted.
- e) Councillors noted 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 allow cycling in the Park. It was resolved that the Clerk will get some prices for some green rigid signs asking for cyclists to be courteous to pedestrians, and some 'No cycling beyond this point, or please dismount here' self-adhesive stickers for points around the Park.
- g) Councillors noted 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) It was resolved that the request to install bat boxes on trees within the Park be permitted. The Clerk will request that no boxes are located near to the building due to the proposed building works.
- i) It was resolved that the Clerk would order two replacement litter bins for the play area at Ball Grove from Pendle Borough Council.
- j) Councillors noted that the quote for power washing for the playground was £1758.75. Cllr Spencer will assess the area, and this item will be added to the March agenda.
- k) Councillors noted the email received from the Blind Society regarding the installation of the bollard on the Council's storage area where they have been parking when visiting the Park. The Clerk thanked Cllr Wiggins for drafting a response. This will be sent along with a map identifying the official parking areas within the Park.
- l) It was resolved that the footpath from the Winewall Road car park to the access track will be re-filled.
- m) Councillors noted the minutes from the Friends of Ball Grove meeting that took place on 19<sup>th</sup> January.

#### **12. War Memorial**

- a) Councillors noted that the tree surgeon has carried out the works.
- b) The Clerk will apply for planning permission for an 8m flagpole on the site.

#### **13. Funding Opportunity**

Cllr Holmes attended the Pride in Place funding opportunity meeting and put forward the proposed re-opening of the toilet at Ball Grove and works to the pavilion on the Recreation Ground. Pendle Borough Council are gathering

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the information and decisions on what will be funded will be made in due course.

#### **14. Responsibilities of the Parish Council**

Cllr Holmes highlighted that the Parish Council has committed to a lot of projects, and Councillors were asked to consider giving more commitment to these projects. The management of projects needs to be considered and resolved earlier in the process.

#### **15. Tram Tracks**

- a) It was resolved that the Clerk would obtain a cost for cutting the very large bush towards the bottom of the Tram Tracks.
- b) It was resolved that the Clerk contact CWS Groundworks, who has provided the quote at the request of the Councillors, and ask that the repair works are carried out.

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

- a) **Trawden in Bloom** - Councillors noted the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2364.87= £2219.23.
- b) **Trawden in Bloom** – Councillors noted that the last meeting was held on 12<sup>th</sup> January. Minutes to be circulated once received.
- c) **Recreation Ground** – Councillors noted that 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 Resources is looking into this. Councillors asked the Clerk to contact the Leader, Cllr D Whipp with details of the issues and ask if he can intervene.
- d) **Anti-social Behaviour Fact Sheet** - Councillors noted 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 noted 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. Cllr McCollum is organising this, as above.

#### **17. Correspondence**

Councillors noted the correspondence received, as below:

- a) The minutes from the latest Allotment Association meeting.
- b) The Allotment Association thank them for agreeing to fund the posts for the manure plot, but these are no longer required.
- c) The update regarding the manure store at the Allotments.
- d) Councillors reviewed the email regarding dog fouling at Well Head and asked that the Clerk pass on Cllr S Cockburn-Prices' email address so that the complainant contact her direct. She will request the support of Pendle Borough Council.
- e) It was resolved that the details of the Green Councils Biodiversity Solutions will be kept on file.

#### **18. 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 was scheduled for 1<sup>st</sup> or 3<sup>rd</sup> December 2025.
- b) **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.

#### **19. Finance**

- a) Councillors noted that the precept request has been returned to Pendle Borough Council and acknowledgement has been received.
- b) It was resolved that the following payments be made:

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 noted the contents of the Clerks appraisal and agreed with them.
- b) It was resolved that Cllr Spencer visit the café to discuss the outstanding items in the lease with the tenant.
- c) Councillors noted the increased costs for finalising the lease.
- d) As no new issues have been raised by the vexatious complainant, no response is required.

### **Meeting closed 9.20pm**

Next meeting Monday 2<sup>nd</sup> March 2026 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

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