TRAWDEN FOREST
PARISH COUNCIL

# Minutes of the Meeting held on Monday 12th October 2026

**Present**

Chair Ann Holmes
Clerk Adele Smith
Councillor Lester Spencer
Councillor Jonathan Wiggins
Councillor Andrea Beswick
Councillor Barry Hodgson
Councillor Adrian Foulkes
Councillor Philippa Osborne

**Also in attendance:** Cllr S Cockburn-Price
**Apologies accepted from:** Cllr Judy Yacoub, Councillor Eleanor Jolley

**Minutes** - It was resolved that Parish Council minutes from the meeting held on 7th September be signed by the Chairman as a true and accurate record.

**Declaration of Interest –** Cllr Osborne completed her Dispensation Form for the Neighbourhood Plan at the meeting. Cllr Foulkes and the Clerk will review and advise Cllr Osborne of the outcome. Councillors noted that Dispensations have been granted to Cllr's Foulkes and Watts regarding the Neighbourhood Plan and to Cllr Wiggins for anything related to the Admin Assistant role. Any outstanding dispensation requests must be approved before Councillors can partake in discussions of which they have an interest, and these must be declared at the meeting. No other interests were declared.

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

**5. County Councillors Report** – Neither CCllr Whipp nor CCllr McCollum attended the meeting.

a) Councillors noted that the waiting restriction lining is still to be carried out on Church Street and double yellow lines at Lanehouse/Hollin Hall but the road has been marked up ready for these works.
b) Councillors noted that the Clerk awaits information on the Pendle Borough Council Engineers speed survey for the proposed 20mph zone. No further information regarding the proposal for extension of the 30mph on Rock Lane/Keighley Road.
c) Councillors noted that the Clerk still awaits a meeting date from CCllr McCollum regarding the survey of works that have been carried on the bus terminus footpath by Lancashire County Council whilst installing the cable for the new pole. The issue with this area has now been highlighted by the Lengthsman. The Clerk to continue to request an onsite meeting and for remedial works to be carried out.
d) Councillors noted that a resident has raised concerns regarding the amount of water running from Burnley Road over the weekend of 19th/20th September. The water is either not flowing into the grids and in some places, or it is coming back out. The Clerk to ask the resident to re-report this issue, forward the reference number and then send onto Lancashire County Council for a suggested resolution.

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

Cllr S Cockburn-Price was the only Borough Councillor to attend the meeting and reported that: the planning application for the listed building in Wycoller has been passed; the district committees will no longer be able to have a say on planning applications within these meetings; this proposal was not approved at the Nelson meeting; grot spot areas in the Colne Road location has been reported to the relevant authorities for follow up and rectification; Colne Town Council and Laneshaw Bridge Parish Council have written to Calderdale Energy Park advising they must have a consultation. Cllr S Cockburn-Price to forward to the Clerk for the Council's information. Cllr D Cockburn-Price has projects ongoing which include he requested funding for a new notice board outside the Church. This has been approved and the new board is in situ; he has created a 'Swim for Your Lives initiative' following a swim session where it transpired that many young people cannot swim. Many schools no longer have funding or resources for swimming sessions and there were 140,000 lessons/yr in 2016, but only 25,000 now. This is an ongoing project; Speeding initiative – the late-night vehicle racers do not appear to be monitored in many places, so he has met with the Police to formulate a plan to operate monitoring in the key areas. Again, this is an ongoing project.

- It was resolved that the Community Energy Strategy be added to the Neighbourhood Plan agenda considering south facing slopes or any patches of land/water that could be used for energy.

**7. Community Centre Trustees update**

Councillors noted the update from the Vice Chair of Trustees as: Work has been ongoing this year to produce a Trawden calendar, this is now ready for the printers and should be available for sale in the shop soon.

**8. Residents Issues –** None present.

**9. Neighbourhood Plan**

a) Councillors noted and ratified the minutes from the meeting on 16th September. There were no action points for consideration by the Council.

b) Councillors ratified the steering groups recommendation that the completed draft of the new Conservation Area Plan should be in-line with the Neighbourhood Plan and be ready for submission in January/February 2027, and that Growth Lancashire should start working on the developed areas first and send it in draft form for comment. The Clerk updated Councillors with new information that Pendle Borough Council need to sign off the bid, which is with the Planning Manager, and they will confirm whether they can meet the date requested due to their other, current commitments.

c) Four new members joined the last sub-committee meeting. Councillors approved the co-option of three of the new Steering Group members; Cllr Jolley, Charlotte Tattersall and Michael Sunderland. All appropriate dispensation forms have been received, but the one outstanding for another new member. It was resolved that the Clerk should write to this person and advise that he cannot attend a meeting until his form has been received and reviewed so that it is clear all members are impartial to the discussions held.

**10. Planning Applications**

Councillors ratified the Planning Committees comments for the following applications:
Application 26/0636/FUL and 26/0626/LBC (Listed Building Consent) at Stable Cottage Far Wanless Farm Hollin Hall Trawden Lancashire BB8 8QE Full: Change of use of agricultural land to residential curtilage and external alterations. Response sent 23rd September Councillors have no issues to the proposals within this application and see no problem with an additional velux roof light placed in line and in proportion. The only comments that they make is regarding the colour. The cold grey in an area of warm gold stone and wood and would prefer traditional farm building colours of deep red or green or simple black or white.

**11. Ball Grove**

a) Councillors noted that the planning consultant has submitted the revised documents to Pendle Borough Council ready for the planning application. Councillors also noted that a site and location plan was required in order to register the application at a cost of £400. The Clerk has ordered this under her delegated powers.

b) Councillors noted that the Clerk and Cllr Jolley have met with the approved contractor, Ryan Waine Plumbing and Heating for the toilet refurbishment and their estimated start date is December 2026. They have also offered to supply some of the hardware at a reduced cost. The Contractor will supply costing details of their works.

c) It was resolved that the external door for the new toilet will be purchased from Healthmatic and thanked Cllr Jolley for producing a comparison matrix for Councillors to review. It was resolved that the door will be forest green, if available, but black if not and will use the Nayax payment system for entry.

d) Councillors noted that the approved cycling signs have been delivered to Cllr Osborne.

e) Cllr Spencer advised that he has not yet received a quote for the repairs required on the building at Ball Grove to alleviate the damp issues within the café and he has contacted another contractor for quotes.

f) Councillors noted that the new bench installation has been ordered on the concrete area along the track.

g) Councillors noted that the Clerk has met with the café tenant regarding the recent fire risk assessment. The café tenant has all electrical works scheduled and has already resolved the Fire Extinguisher checks and updates. It was resolved that the Parish Council will complete the works for inspection of the consumer unit, repairs required to the emergency fire exit door and to include review of emergency external lighting whilst the building is being renovated. The gas boiler has been serviced.

h) Councillors noted that the Clerk thanked those Councillors who assisted with the filling of the potholes on the access track at Ball Grove on Saturday 19th September. **25/2026**

i) Councillors noted that the Clerk thanked Cllr Jolley for strimming the weeds to the side of the building.

j) It was resolved that the Parish Council will install a bottle filling water station outside of the toilet whilst the toilet is being refurbished. The Clerk to advise Ryan Waine Plumbing and Heating of this who have already stated that they can carry out these works very easily as part of the renovation.

k) Cllr Hodgson raised an issue with an area of wet land to the side of Riverside Cottage. He suggested that some wooden rails, posts and weed membrane be looked at for rectification of this issue. He will supply the Clerk with a list to be reviewed at the next meeting.

**12. Recreation Ground**

a) The Clerk continues discussion with Pendle Borough Council Property Services regarding the water pipe issue. It was resolved that the Clerk will ask Cllr S Cockburn-Price to contact her person at United Utilities for clarification that, if the Parish Council takes ownership of the Recreation Ground with the water pipe in its current location, that we would be able to move the meter onto the Recreation Ground so that the Parish Council would not be responsible for the supply pipe across the fields and only from the meter to the Pavilion. If this is possible, the Clerk to confirm to Pendle Borough Council that the Parish Council will move forward with the transfer of the site. Any issues will be brought back to the November meeting.

b) It was resolved that the planned Pride in Place funded works at the Pavilion for the works to toilets, hot water system and heating should go-ahead. The Clerk to get written permission from Pendle Borough Council so the tender document can be drawn up.

c) Councillors noted that the Clerk has forwarded the review of issues on the Recreation Ground created by Cllr Foulkes and has requested how to move forward with these before transfer. This has been chased – waiting response.

**13. External use of Parish Council Land**

a) Councillors noted that Councillor Jolley is reviewing the booking documents provided by Pendle Borough Council to ensure they are suitable for Parish Council use for anyone wanting to book the Recreation Ground, once transferred or any area of Ball Grove. The Clerk to chase Cllr Jolley.

b) It was resolved that a protocol for the use of Council premises, land and resources is included as part of the booking documents. The Clerk to draw something up with Cllr Osborne.

**14. Remembrance Day Signage**

a) Councillors noted that the Admin Assistant has received the artwork from Mercer Print for the Remembrance Sunday Road closure and that the Clerk has raised the purchase order. The Clerk also advised that connectors have been ordered so that the signs can be attached to the lampposts.

b) Cllrs Holmes, Wiggins and Spencer confirmed that they will assist with traffic management on Remembrance Sunday, along with family members. The Clerk was asked to chase Pendle Borough Council for cleaning for the ground at the War Memorial.

c) It was resolved that Cllr Spencer will lay the Wreath at the War Memorial.

d) It was resolved that the poppy display be postponed until 2027. The clerk to add to the relevant agenda.

**15. Policies -** It was resolved that the policies on Community Engagement and Reserves be re-adopted.

**16. Asset Management System**

Councillors considered an information worksheet of different asset management systems available, and it was resolved that the Parish Council will subscribe to the Civic.ly system via the Scribe Accounting system.

**17. Garage Sites**

a) Councillors noted that the approved letter advising tenants of the changes to the terms and conditions has been sent out. It was resolved that the cost of personal storage in a garage would be three times that of the annual cost of a garage tenancy, which for the financial year 2027/8 would cost £450.

b) Councillors noted that a tenant has suggested that, if the garage is to be used for personal storage, then vehicles end up parking in front of the garage. This is to the detriment of people who use their garage for vehicles. If there are two garages either side with parked cars in front of them, it is very difficult to get your car in or out.

The suggestion would be if garages are used for personal storage parking across garages is not allowed. It was resolved that a clause be added to the Terms and Conditions stating that tenants must respect other tenants and any parking must not impact or encroach upon another plots access ingress or egress.

c) Councillors noted a request received from a resident asking Councillors to reconsider how garages are offered when properties are sold. It was resolved that the current policy on how garages are allocated by re-adopted. Councillors have agreed to review garage use on a regular basis and will raise any issues with individual tenants where necessary and one garage tenant will be written to regarding the safety of their garage. It was resolved that the Clerk will ask that the owner of the garage to ensure that it is safe for use as a garage and ask whether they would consider removing it and using it as a parking space only, as per recent correspondence. The tenancy agreement states that 4.6 To keep the said garage in a good state of repair and condition and whenever required by the Council to repaint the external wood and ironwork to the satisfaction of the Chairman and ask that they clarify their intentions, in writing.

d) Councillors noted that one of the tenants of the parking spaces at the Victorian Toilet asked for justification of an increase in rent as they tend to cut the bushes to the side of the space. It was resolved that the Clerk would respond with the reasoning of, the Council's costs increase every year, and the rent has been low for a long time. The Clerk will ask the Lengthsman to cut the bushes in line with DEFRA guidelines and therefore Councillors feel that the increase is justified.

**18. Lancashire Association of Local Councils**

It was resolved that the Parish Council would support that the Lancashire Association of Local Councils become a Company Limited by Guarantee (CLG). This would give LALC a separate legal identity and could provide clearer accountability and better protection for the Association, its officers and members.

**19. Registering of Land**

It was resolved that the Clerk would investigate the completion of the ADV1 forms for claiming adverse possession of land at Harambee Surgery and Well Head Green, following this advice from the Solicitor.

**20. Lack of attendance by County Councillors**

Since Cllr's Whipp and McCollum were elected as County Councillors for Pendle Rural in May 2025, only CCllr McCollum has attended any of the Parish Council meetings, but this has only been once. It was resolved that the Clerk write to the Leader of the County Council stating that the Parish Council is rescinding their invitations to the Parish Council meetings and that this agenda item will be removed. If County Councillors would like to attend a meeting, they can do so, and they will be permitted to speak in the Residents Section of the agenda. Councillors feel that if there was consistent presence, the huge issues with the Cotton Tree Lane road collapse could have been avoided.

**21. Christmas Tree Lights Switch on**

It was resolved that the Christmas Lights Switch on event will continue this year in the same format as last year. The Clerk to contact school re Carol Singing and refreshments, and whether the usual supplier of background music and a microphone will be willing to assist again.

**22. Annual RoSPA Inspection Reports**

Councillors noted the annual RoSPA inspection reports for both Ball Grove and Lanehouse Lane Playgrounds. It was resolved that the Clerk follow up the recommendations made regarding monitoring and rectifying the issues raised with Pendle Borough Council for items affecting Ball Grove. The Lengthsman is willing to carry out the repairs at Lanehouse Lane.

**23. Grant request/Donations**

a) It was resolved that the Parish Council fund £615 towards provision of community picnic benches from the Trawden Forest Community Centre Trust and that one be marked with the Parish Council logo.

b) It was resolved that the annual donations to local charities be paid again. This will be £300 towards each of: North West Air Ambulance, the Church Clock, Friendship Group and Mountain Rescue. There was an additional £300 agreed for Colne Youth Action Group.



**24. Allotments**

It was resolved that the request from the Allotment Association to hold their annual bonfire on 7th November on the Communal Space be approved.

**25. Councillors to note/comment on the following items:**

- **Lenovo Laptop** - Councillors noted that the old laptop required some repairs in order for the Admin Assistant to be able to carry out her duties. Laptop Spares have completed these updates at a cost of £50.
- **Footpath leading from Back Lane to Back Colne Road** – Councillors noted that the Clerk has received a number of completed forms for the potential to register the path. These have been collated and are ready to be submitted, for consideration to Lancashire County Council.
- **Pendle Local Plan -** Councillors noted the response submitted for the Scoping Report Consultation - Pendle Local Plan 5th Edition 2025-2045. Councillors thanked Cllr Foulkes for completing this task.
- **Trawden in Bloom -** Councillors noted the budget situation as: budget £2500 +£1990 sponsorship– spent £1885.95= £2514.05.
- It was resolved that request for two members of **Trawden in Bloom** attend the presentation of awards at Bolton Wanderers Football Club on 29th October at a cost of £20/person.
- **Pointing works to War Memorial** – Councillors noted that the works ordered were completed on 11th September 2026.
- It was resolved that the Parish Council would not respond to the **Joint Lancashire Minerals and Waste Local Plan Review** consultation notification for the minerals and waste planning authorities of Lancashire County Council, Blackpool Council, and Blackburn with Darwen Borough Council.
- It was resolved that the Clerk would respond to the **Burnley Council proposal to introduce a further 'non-immediate' Article 4 Direction which will, once in effect, remove permitted development rights for the change of use from Use Class C3 (dwellinghouses) to C4 (Houses of Multiple Occupation (HMO**)) stating that the Parish Council agrees with this and suggests that Pendle Borough Council do the same.

**26. Correspondence**

- Councillors noted the minutes from the Calderdale Energy Farm meeting held on 29th June 2026.
- Councillors noted the thank you email received from a resident regarding the repairs carried out to the Ball Grove track potholes.

**27. Ongoing**

**Woodland off Skipton Road -** Councillors noted that the Clerk is waiting for the transfer document from Lancashire County Council for transfer of the woodland at Skipton Road and the areas to the front of Bankfield Street and Gladstone Terrace on a 125-year lease.

**28. Finance**.

a) Councillors noted the half year budget position.
b) Councillors noted that the second payment of precept has been received.
c) It was resolved that the following payment are approved: **28/2026**

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| Andrew Crawshaw, Lengthsman Hours | £531 |
| Andrew Crawshaw – Grass Cutting Contract | £350 |
| Clerk Expenses – September | £34.20 |
| Reimbursement to Clerk for Wi-Fi and electricity usage - monthly | £10 |
| Blackburn & Blackburn Accountants – Pension Regulator Declaration (+ VAT) | £52.50 |
| Leo Brightley – Sweeping Ball Grove car parks | £40 |
| Leo Brightley – urgent repairs to steps at Keighley Road car park | £270 |
| | |
| <u>Items paid under delegated powers</u> | |
| Bank Charges | £14.90 |
| Website and email package (+ VAT) | £36.00 |
| British Gas Electricity for Ball Grove + VAT | £367.28 |
| British Gas - Gas for Ball Grove + VAT | £50.91 |
| Trawden Forest Community Centre – Electricity usage for office August (+ VAT) | £2.74 |
| Jewson, Colne – PPE for Ball Grove Toilet strip out (+ VAT) | £230.62 |
| Pennine Fire & Safety Ltd – Fire Risk Assessment at Lakeside Café (+ VAT) | £395 |
| SLCC Annual Membership | £316 |

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| Innovatech Business Solutions Ltd – Maintenance contract for printer (+ VAT) | £82.50 |
| Pendle Borough Council Replacement safety surfacing ball grove (+ VAT) | £3316 |
| Royal British Legion Poppy Wreath (+ VAT) | £22.92 |
| Laptop Spares – repair of old laptop of Admin Assistant use | £50 |
| Reimbursement to Cllr Hodgson for stone required for repairs at Ball Grove track (+VAT) | £47.63 |
| North West in Bloom – Prize giving ceremony | £40 |

**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) Café lease – The Clerk awaits any further information from the Solicitor.

Meeting closed 9.40pm

Next meeting Monday 2nd November 2026 - commencing at 7pm at Trawden Forest Community Centre, Church Street, Trawden.