



Trawden Forest Neighbourhood Plan

Steering Group Meeting Minutes – 20th May 2026

Members present: Cllr Adrian Foulkes, Clerk Adele Smith, Joanne Webber Trawden Wildlife Group, Barbara Savage Trawden Wildlife Group, Chris Wilding, Cllr Barry Hodgson, Borough Cllr Sarah Cockburn-Price, Neil and Louise - O'Neill Homer by Teams.

1. Progress Report and Request for Information from NH

- The draft version of the revised Neighbourhood Plan has been received from O'Neill Homer. The Design Code will be kept separate but will be cross referenced within the Plan.
- No response has been received from Neil Watson at Pendle Borough Council, as yet. Louise will formulate a follow up email to send to them requesting a response. We have asked for a meeting to discuss receiving an indicative housing requirement figure for the Trawden Forest Neighbourhood Plan area, Approaches to synchronising the Neighbourhood Plan with the Local Plan and Screening for SEA / HRA and their opinion on whether a SEA will be required. If an SEA is required, it will need to go to various bodies for a 5 week consultation period; the same amount of time required for the Regulation 14 consultation period of the draft Plan.
- Any amendments to either/both the SEA and Draft Plan will need to be completed for the Regulation 16 examination. The Planning authority needs to check every document at the Reg. 16.
- The SEA will be completed by O'Neill Homer as agreed at the Parish Council meeting. We don't need to wait for the SEA to be completed to do a Call for Sites.
- Sarah confirmed that Trawden isn't within the 70% of housing requirements within the Borough; these are allocated to areas such as Nelson, Brierfield, Colne and Barnoldswick. There is a formula for calculating how many houses are required.
- There should be no issues doing a public consultation at the Garden Festival providing the Call for Sites can be done very soon. It was suggested that a very short response time was given to in the Call for Sites as this will focus those who are responding. A public notice will also need to be done as well as contacting those already on the list so anyone interested in putting forward a site has the opportunity to do so.
- It was suggested that we offer a prize for completing the consultation. Adrian to ask the Trawden Arms if they would donate a voucher. This would be a random draw for all those who have participated.

2. Progress Report for TPC

Chris will liaise with Pendle Borough Council where required. Louise will send some documents through to Adele and Chris, and Chris will work on these.

3. Character Area Map Discussion

- The Character Area Maps are now done and numbered CA1-7.
- Adele has contacted Cllr Eleanor Jolley and she has confirmed that she will draw a red line around Wycoller, suggest vantage points and take photos of these. Ele will get people in Wycoller involved in this so that they are aware that the Plan is being updated.

- **NHP2026/7**

4. Conservation Area Discussion

- Sarah confirmed that Colne and District Committee have approved £5,000 towards a new Conservation Area document and, as it is an update on an existing document, it doesn't need to be approved by the Executive meeting at Pendle Borough Council.
- Adele has written to Neil Watson at PBC and asked that he request quotes for this work to be carried out. The Steering Group decided that whoever Neil Watson chooses, will carry out the work.

5. Sustainable Growth Discussion

The Call for Sites will be done by Adrian and Adele once the template is received from Louise.

5.1 Manage the Character of Development

- An example of a statement for the start of the conservation policy will be forwarded so that Joanne/Barbara can suggest content for the start of the Plan. Neil suggested that it be added in various places through the revised Plan.
- Neil/Louise will look at how Green Infrastructure can be fitted into the Plan.
- Joanne/Barbara have already done some work with the Nature Recovery Strategy and what could be added to the Character Area Maps.

5.2 Meet the needs for sustainable and type of Housing

The idea of self-builds and smaller properties for downsizing purposes need to be looked at.

Evidence the requirement with data from ONS. Update from old plan.

Sarah suggested that it may be worthwhile looking at a Pearl partnership for sites where developers are selling plots. Funding is available for this type of development.

5.3 Promote and manage off road parking areas

Parking is becoming more and more of an issue. It was re-iterated that communal parking spaces or carports be provided as an alternative, not garages. Any garage sizing requirements would require a robust policy, and consideration needs to be given to parking courts/carports on new developments. The current protected parking spaces within the Plan need to be continued to be protected and we need to ensure that parking is a priority for developers.

5.4 Enhance local amenities

It was suggested that the proposed Green Spaces additions to the NHP may require consultation which would include community groups, Colne Town Council, Calderdale Council, Laneshaw Bridge Parish Council and school.

5.5 Support and encourage Tourism

Adrian has drawn up a document showing all Air BnB's, glamping etc that has been added to the Plan. It was suggested that it has its own policy rather than being included elsewhere. Adrian and Adele will look at this and suggest any amendments.

6. Any Other Business

Freda Lester has stepped away from this group as she feels that now that Joanne and Barbara have joined, this covers the topics that Freda was concerned about. Adele thanked Freda for her input and attendance at the meetings.

Meeting closed 3.30pm

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