



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 3rd August 2026, at 7pm, at Trawden Forest Community Centre**

Mrs A Smith, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies – Cllr Beswick

2. To consider and approve the Minutes of the Parish Council meeting held on 6th July 2026 and the Extra Ordinary meeting held on 16th July 2026 (enclosed).

3. To receive Declarations of Interest

Members are to be reminded of the requirements of the member Code of Conduct concerning the Declaration of Interests.

4. Police (5 minutes)

Officers from the Neighbourhood Policing Team to give an update on any issues for the Parish.

5. County Councillors Report (5 minutes)

Councillors to receive an update from the County Councillors and make any decisions, as required.

- a) The Clerk awaits further confirmed details for the double yellow lines and waiting restrictions works commencement date. Pendle Borough Council Engineers are looking at conducting a speed survey for the proposed 20mph zone. No further information regarding the proposal for extension of the 30mph on Rock Lane/Keighley Road.
- b) The Clerk has received two complaints regarding the works that have been carried on the bus terminus footpath by Lancashire County Council whilst installing the cable for the new pole. The Clerk has asked CCllr McCollum to meet her on site to discuss.

6. Borough Councillors Update (5 minutes)

Councillors to receive an update from the Borough Councillor and make any decisions, as required.

- a) Cllr S Cockburn-Price to update the Parish Council on items pertaining to the Parish.

7. Community Centre Trustees Update (2 minutes)

Councillors to note the attached report from the Vice Chair of Trustees. (to follow)

8. To adjourn the meeting for public participation for their Issues – 5 minutes per item.

Members of the public may make representation during this period under the Public Bodies (Admission to Meetings) Act 1960, and raise issues of local concern, however, please note that the Council cannot make any decision on any matter raised which has not already been included on the formal agenda for the meeting. Such items may be considered for a future meeting. A member of the public is defined as a person, other than Parish Council members or officials. **Chairman to reconvene the meeting.**

9. Neighbourhood Plan (7 minutes)

- a) The steering committee met on 15th July. See attached minutes. Councillors to make decisions on any items raised in these minutes.
- b) Councillors note that the Clerk and Cllr Foulkes have met with the Planning Manager at Pendle Borough Council and Growth Lancashire to determine to requirements of revising the Conservation Area report.
- c) Councillors to note that the Admin Assistant has collated and sorted the questionnaire responses for submission to the consultant.

10. Planning Applications: (link to view applications [Simple Search \(pendle.gov.uk\)](https://pendle.gov.uk))

None

11. Ball Grove

(20 minutes)

- a) Councillors to note that the revised plans for the renovation of the building with the toilets inside, approved at the extra ordinary meeting, have been relayed to the designer. This will now be put forward in the planning application. Approved plans attached.
- b) Councillors to note that the last bat survey for Ball Grove will take place on 28th July.
- c) The Water Safety Boards are now complete and are due to be delivered w/c 20th July.
- d) The closing date for tenders for the refurbishment of the external toilet closes on 3rd August 2026. Councillors to decide whether the bids for the tender should be opened and reviewed. Councillors to decide when this will take place and who will be present with the Clerk, as per the Financial Regulations.
- e) Councillors to note that the Clerk has placed the order for the approved cycling signs.
- f) Cllr Spencer 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.
- g) Friends of Ball Grove have identified a bench for the concrete are along the track. The Clerk will place the order and recharge the Friends Group for 50% of the total cost.
- h) Councillors to note that the Green Flag Awards ceremony took place on 14th July. The Clerk, Cllr Jolley and two representatives from the Friends group attended. Photos have been uploaded to the website.
- i) Councillors to note that the Fire Risk Assessment has been ordered for the café at a cost of £395 + VAT.
- j) Members of Friends of Ball Grove have raised an issue with the motor bikes struggling to egress from the car parks to the side of lake. They advise that they either have to travel very fast or are struggling to turn at the top of the ramp, safely. The Clerk has suggested that motorbikes should be encouraged to park on the Keighley Road car park and not travel down to the side of the lake. Councillors to consider this suggestion.
- k) Councillors to review the attached quotes for repair or replacement of safety surfacing at Ball Grove Playground and decide which option will be selected.

12. Lanehouse Lane Playground

Colne Youth Action Group are still investigating how and what sessions they can run on the playground.

13. Woodland off Skipton Road

(6 minutes)

- a) Councillors to note that the Clerk has confirmed to Lancashire County Council that the Parish Council is happy to accept transfer of the woodland and the areas to the front of Bankfield Street and Gladstone Terrace on a 125 year lease.
- b) Following feedback from the recent consultation and the issue raised that there is not enough for teenagers to do in the area, the Clerk has contacted Colne Youth Action Group to see if they would be interested in holding some sessions in the woodland. They have confirmed that they would be interested in this site.
- c) Trawden Community Wildlife Group have asked whether it would be possible to arrange a meeting with the relevant councillors to go through how an arrangement between the Parish Council and the Wildlife Group would be formalised for the land management. If there is no template, they are more than happy to look at templates to see how this might work.

14. Recreation Ground

(8 minutes)

- a) Councillors to note that a further meeting of the user groups has been held. Councillor Holmes to give an update at the Parish Council meeting and Councillors to make any decisions required.
- b) Councillors to note that Cllr Hodgson has met with Pendle Borough Council regarding the water pipe. The representative in attendance has gone back to Pendle Council with recommendations. We await further details.
- c) Councillors to note that Cllr Foulkes has completed a review of any issues on the Recreation Ground so that these can be submitted to Pendle Borough Council for repair before the final transfer takes place.

15. Christmas Tree

(5 minutes)

Cllr Hodgson to advise whether he has been successful in finding a tree for this year or whether the other options suggested at the June meeting need to be explored.

16. Trawden in Bloom

(4 minutes)

- a) Councillors note the budget situation as: budget £2500 +£1690 sponsorship– spent £1455.31= £2734.69.

- b) Councillors to note that the judging for North West In Bloom took place on Friday 10th July 2026. They seemed very impressed with the work carried out by the team and those who also entered the 'It's your neighbourhood' categories.
- c) Councillors to note that the Clerk has now successfully gained sponsors for all planters and new stickers have been ordered.

17. Garages

(6 minutes)

The Clerk asks Councillors to consider the attached report for the use of Parish Council garage sites. As this would have an impact on the Council's income for 2027/8, the Clerk feels that this should be added to the agenda now for consideration.

18. Parish Council Owned Benches

(5 minutes)

- a) The Clerk has asked the Lengthsman to undertake a survey of the condition of all Parish Council owned benches; see attached report. Councillors to decide when to undertake the maintenance required.
- b) Cllr Jolley would like Councillors to consider, especially with the number of benches that require painting, Cllr S Cockburn-Price's suggestion of changing the colour to Parish Council green. The Clerk has asked Leo Brightley what impact this will have on cost, and it will be minimal as they need sanding before painting, anyway.

19. War Memorial

(3 minutes)

Cllr Beswick asks Councillors to consider a cleaning schedule for the War Memorial. Pendle Borough Council clean the floor prior to Remembrance Day, annually.

20. Councillors to note/comment on the following items:

Bus Shelters – Councillors to note that the Clerk has ordered the posts required for installation of the notice board next to the bus stop at the Community Centre.

October meeting - The Clerk asks the Council to consider moving the October meeting from 5th to 12th October due to Clerk being on leave.

Footpath leading from Back Lane to Back Colne Road – The Clerk has asked if the footpaths officer would cut the bushes at the top of Back Lane but it transpires that the footpath is not mapped or registered. Councillors to decide whether the Clerk should try and add it to the definitive map. If we do this, the maintenance of the bushes protruding onto the footpath would then be the responsibility of the footpaths team.

21. Correspondence – Suggestion from a resident regarding the option for a tool rental scheme. The Clerk has forwarded the email to the Man's Shed and asked if they would be interested in looking into this.

22. Ongoing

Land Registration – The Clerk is looking at the forms required for the first registration of the land for the Green at Well Head and the area at Harambee Surgery.

23. Finance.

- a) To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£TBC
Andrew Crawshaw – Grass Cutting Contract - June	£TBC
Clerk Expenses – June	£5.40
Clerk's Additional hours	9.25 hours
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
Cllr E Jolley – Mileage to Green Flag Awards at HMRC Rate 55p/mile	£57.75
Reach & Rescue – Water Safety Boards for Ball Grove (+VAT)	£1687.40
<u>Items paid under delegated powers</u>	
Bank Charges	£18.20
Website and email package (inc VAT)	£15.60
Community Centre Trust – Electricity for May (+ VAT)	£8.03

British Gas Electricity for Ball Grove + VAT	£280.46
British Gas - Gas for Ball Grove + VAT	£59.13
Pendle Borough Council - First quarter payment Grounds Maintenance at Ball Grove (+ VAT)	£4747.52
rCOH O'Neill Homer – Second payment for producing modified NHP + VAT	£2000

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 – Councillor Spencer to advise the outcome of the conversation with the café tenant regarding the outstanding lease issues.

Next meeting Monday 7th September 2026, commencing at 7.00pm.