



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 2nd June 2025, at 7pm, at Trawden Forest Community Centre**

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies

2. To consider and approve the Minutes of the Annual Parish Council and ordinary Parish Council meeting held on 12th May 2025 (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. County Councillors Report – for information only (5 minutes)

- The Clerk has written to both Cllr Whipp and Cllr McCollum to detail the outstanding issues with Lancashire County Council; the parking restrictions, 20mph zone and Aisled Barn at Wycoller.
- The Clerk has received no further information from Network Plus or Lancashire County Council regarding the proposed road closures on Cotton Tree Lane. The Clerk has chased with Lancashire County Council who state that no agreements for closing the road are in place. Anything put forward will be sent out to us for consultation before any decision is made.

5. Borough Councillors Update – for information only (5 minutes)

- Cllr S Cockburn-Price to give an update on the current situation relevant to our Parish.

6. Community Centre Trustees Update (2 minutes)

Councillors to note the attached report from the Chair of Trustees.

7. 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.**

8. Trawden in Bloom. (3 minutes)

- Councillors to note that the agreed order for the compost has been placed and delivered.
- Councillors to note that all sponsorship invoices have been paid and the new stickers have been ordered.

9. Ball Grove (15 minutes)

- a) Councillors to note that the tree works have been ordered and are scheduled to be completed by the end of May.
- b) The Clerk awaits the details from Cllr Jolley regarding the survey of signage at Ball Grove where it needs changing from Pendle Borough Council to Trawden Forest Parish Council.
- c) Councillors to note that the Clerk has requested that the Chair of Friends of Ball Grove mark a map of where the trees from the applied for community tree pack are to be planted.
- d) The Clerk has asked the angling group if they are willing to pay 50% of the cost of drawing up the new lease for the lake. Estimated costs between £800 and £2000. The group have responded and advised that, if the

lease terms are the same, ie no yearly lease fee as before, then they agree to pay half, but ideally £500 would be their budget for it. They have just invested quite heavily in the youth angling programme, so funds are a little tight this year. Councillors to decide how to move this forward.

- e) Councillors to note that the Clerk has written to the resident on the Park regarding the last letter received and asked whether they would be interested in renting a designated parking space for an annual cost of £10.
- f) The meeting regarding design for the building is scheduled to take place on 31st May 2025. Councillors are requested to approve paying the initial outstanding amount, to the designer, of £8000.
- g) Following the meeting regarding the design for renovation of the empty part of the building, Councillors to ratify the decision made on 31st May.
- h) Cllr Hodgson has met with the person who locks and unlocks the barrier regarding keeping it 'closed at all times'. Cllr Hodgson to report the discussion at the meeting.
- i) Councillors to note that the Clerk has raised an order for repairs to the safety surfacing under the zip wire.
- j) It was agreed that Ball Grove would be inspected both before and after the Party in the Park which is on Saturday 7th June. Councillors to decide who will carry out both inspections with a written report.
- k) Councillors to note that the Clerk has forwarded the clear request for terms on the renewal of the café lease to the Solicitor.
- l) Councillors asked the Clerk to bring back to this month, the issues with the slope from the top car park, off Keighley Road to the area at the side of the lake. It is very slippery, and it was suggested that the surface of the road be modified to make it rough if necessary.
- m) Councillors to note that, following the post on social media regarding the resident's concrete flags being broken up and used for a potential fire pit, these have now been removed and the gate access to the Park will also be removed.
- n) Councillors to note that the Clerk has responded with the decisions made regarding the café lease at the May meeting and awaits a response from the Solicitor.

10. Land at Trawden Road

(3 minutes)

Councillors to note that the Clerk awaits the layout plan from Cllr Watts before submitting the pre-planning application for the site.

11. Policy Review

(5 minutes)

Councillors to review the attached policies on GDPR, Retention Policy and Accident Reporting and decide whether they should be re-adopted or whether they need amending.

12. Grot Spot Walk

(2 minutes)

The Grot Spot Walk is scheduled to take place on 14th June at Ball Grove. Are Councillors still happy to attend on this date?

13. Flag Poles at War Memorial

(5 minutes)

Cllr's Spencer and Osborne have, following their attendance at the VE Day Service, requested that the Parish Council consider adding flagpole(s) at the War Memorial. Councillors to consider their request.

14. Report from Footpaths Officer

(3 minutes)

Councillors to note the attached report of works completed in the last financial year, from the Footpaths Officer at Pendle Borough Council.

15. Dog Control Public Spaces Protection Order

(5 minutes)

Councillors have been asked to consider the proposed extension of the Order by Pendle Borough Council, as attached.

16. Lanehouse Lane Playground

(5 minutes)

Councillors to note that the clerk is receiving complaints from neighbours of the playground that there are young teenagers playing football on the playground. Councillors to decide how to try and control this.

17. Speed limit on Keighley Road/Rock Lane**(5 minutes)**

Councillors to consider the attached proposal from Cllr Foulkes regarding changing the national speed limit to 30mph along Keighley Road/Rock Lane.

18. Application for a Grant**(4 minutes)**

Councillors to consider whether to approve the attached grant application from Trawden Garden Festival.

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

The Planning Committee were asked to give comments on application 25/0327/HHO but no response was received. The Clerk, therefore, asks Councillors to consider: **Application no: 25/0327/HHO** at 3 Bough Gap Barn Keighley Road Trawden Lancashire BB8 8NL for Full: Insertion of a new window to North Elevation and a glazed double door to West Elevation of existing outbuilding.

20. Correspondence - none**21. Councillors to note the following items:**

- **Updating the Neighbourhood Plan** - Cllr Osborne and the Clerk to make an appointment with Neil from O'Neill Homer to take this project forward. Both consultants have been advised who won the contract.
- **Recreation Ground** - The queries raised at the April meeting regarding the water pipe and who will deal with bookings have been referred to Pendle Borough Council, via our Solicitor.
- **War Memorial** - The plaque is scheduled to be cleaned, by the professionals, w/c 28/5/25.
- **Footpath from Trawden Road to Rosley Street** – Councillors to note that the unmarked footpath that the Clerk requested be added to the definitive map has now been completed as attached.
- **Footpath from Back Lane to Trawden School** – Engineers have confirmed that their plans to carry out the water drainage works on this path should be completed during the school's summer holidays to alleviate any disturbance for parents and pupils.

22. Finance

- Pendle Borough Council are organising the annual playground inspections again this year and Councillors are asked to approve the cost of £72.50 to the inspection of Lanehouse Lane Playground. Ball Grove playground will also be included but this may be part of the fees that we currently pay.
- To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£
Andrew Crawshaw – Grass Cutting Contract	£
Newhey Interiors – initial payment	£8,000
Blackburn & Blackburn Accountants – Payroll services 2021-2025 (+VAT)	£960
Trawden Garden Festival – Sponsor of Scarecrow	£30
Whistlestop Tour for New Councillors training – L Spencer, A Foulkes (paid)	£70
Zurich Parish Council Insurance (paid)	£1764.43
Vale Gardens compost (+ VAT) paid))	£339.62

Next meeting Monday 7th July 2025, commencing at 7pm.