



**Members of the Council are summoned to the Parish Council meeting
to be held on Monday 1st December 2025, at 7pm, at Trawden Forest Community Centre**

Mrs A Smith, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies

2. To consider and approve the Minutes of the Parish Council meeting held on 3rd November 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. Police

(5 minutes)

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

5. County Councillors Report – for information only

(5 minutes)

- The Clerk still awaits further information regarding the double yellow lines and waiting restrictions, the proposed meeting regarding Wycoller and the Aisled Barn repairs and the progress of the proposed 20mph zone.
- Councillors to note that residents are exceptionally concerned about the current consultation taking place regarding Favordale HFE. The Clerk asks Cllr McCollum to provide an update on the situation.

6. Borough Councillors Update – for information only

(15 minutes)

- a) Cllr S Cockburn-Price to give an update on the current situation relevant to our Parish.
- b) Councillors to consider whether the Parish Council should request transfer of ownership for the attached parcel of land to the rear of Cotton Tree Lane. It has been rented, by them, to a resident for several years and a resident would like to either renew the tenancy or purchase the land.
- c) Play Streets – Cllr S Cockburn-Price shares the attached information regarding a new initiative. Councillors to decide whether to follow-up with this.
- d) Cllr S Cockburn-Price suggests that the Parish Council consider 2 parcels of land that have been offered to Colne Town Council, as attached. Councillors to advise the Clerk whether she should request consideration for Trawden Parish Council to accept transfer dependant on terms.

7. Community Centre Trustees Update

(2 minutes)

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

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

(10 minutes)

Councillors to review the documents sent through from Neil at O'Neill Homer Consultants and decide how to move forward with the Plan. Neil attends the meeting, via Teams, to give background to the documents.

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

Councillors to ratify the Planning Committees response as below:

Planning Application 25/0731/HHO – Proposal: at 3 Millbrook Court. Full: Erection of a single storey rear and side extension, replacement of first-floor French doors with a projecting box window and a sliding door to rear elevation. Response submitted by the Planning Committee – Councillors have no objections to the proposals within this application.

11. Ball Grove

(15 minutes)

- a) Councillors to note that the locking bollard has been installed on the hard standing area next to Riverside Cottage. This stops vehicles crossing a footpath and ensures all pedestrians using this area are safe.
- b) Councillors to note the attached positive feedback received from the two physical consultations and the online ones too. The designer has suggested the attached amendments; Councillors to consider these.
- c) Councillors to note that the expression of interest for the Lancashire Environmental Fund has been submitted by Maureen Askew. Trawden Community Centre have confirmed that they will guarantee the fund with a payment of £3100 if successful, that the Parish Council will repay to them, within the same financial year.
- d) Councillors to note that the re-lining of the disabled car parking area to the bottom of the ramp and re-lining the Winewall Road car park has been completed.
- e) The Clerk awaits feedback from Lancashire Fire and Rescue Service regarding the potential throw lines.
- f) A site visit has been held with Healthmatic. Cllr Jolley to provide an update.
- g) The Clerk is pleased to report that the Green Flag for 2025 has been awarded for Ball Grove Park.
- h) Councillors to note that the Clerk has received confirmation that the required repairs to the play area at Ball Grove have been completed. Pendle Borough Council to provide a quote for power washing the equipment and surfacing, prior to Spring 2026.
- i) The Clerk has noticed that a number of potholes have appeared in the access road to Ball Grove from Winewall. Councillors to advise the Clerk who to contact to remedy the defects.
- j) Councillors to decide whether to apply for the Green Flag for 2026. If so, the Management Plan needs work to be included in the submission.
- k) The café tenant has advised that there is some damp striking through to her storage area, as attached pictures. Councillors to decide how to remedy this issue.
- l) Cllr Hodgson has noticed that there is an issue with the barrier at Keighley Road Car Park. Councillors to decide how to get this repaired.

12. Friends of Ball Grove Requests

(4 minutes)

The Friends of Ball Grove members would like to Councillors to consider the following requests:

- a) Review the signage with regards to cycling in the Park.
- b) Bench near the playground; request for concrete area to be made either side, to enable disabled/pram users to sit alongside each other.

13. War Memorial

(5 minutes)

- a) The Clerk has contacted John Whiteside to carry out works to the trees around the War Memorial. Once these are completed, Cllr Spencer can re-assess the area regarding the flagpole.
- b) The Clerk needs to apply for planning permission once the height of the flagpole has been decided.

14. Anti-social Behaviour Fact Sheet

(3 minutes)

- a) Councillors to consider the attached artwork for the leaflet and approve or otherwise.
- b) The Clerk has contacted the graphic designer who has supplied the attached quote. Councillors to decide how many of the leaflet to print.

15. Christmas Lights Switch on

(4 minutes)

- a) The Clerk has met with school and attaches the proposal for the evening. The Clerk requires 2 volunteers to assist in stopping traffic on Church Street whilst everyone in the parade exits Old Chelsea and safely rejoins the footpath.

- b) Councillors Holmes and Barritt and Mrs Barritt to confirm that they are available to serve mulled wine.
- c) Cllr Barritt asks Councillors to approve the suggestion that the Parish Council will match the amount of donations received for school.
- d) Councillors to note that Ben Marshall has PAT tested the Stars for Winewall and the Church, free of charge.

16. Remembrance Day (3 minutes)

- a) The Clerk thanks Cllr's Holmes, Jolley, Hodgson, Watts, Sam Kneebone, Mrs Watts and Mr Smith their assistance at the Parade, and Cllr Spencer for laying the wreath on behalf of the Council. Excellent feedback received from those who attended.
- b) The Clerk has been asked whether it is possible to display, prior to Remembrance Day when the road is going to be closed. Councillors to decide whether this should be pursued with printed notices and where these would be displayed.
- c) Councillors to note that the Church Wardens have thanked the Clerk and Councillors for carrying out the road closure. They felt that it was very efficient.

17. Bulb Planting (5 minutes)

The Clerk has received the bulbs already as Cllr S Cockburn-Price recommended the attached. Councillors to consider the proposed planting areas for approval or otherwise.

18. Land at Trawden Road (5 minutes)

Councillor Beswick to advise the Councillors on the costs to provide the reports, as recommended in the pre-planning application and decide whether to proceed with the creation of a parking area on the land at the end of Trawden Road next to the Lancashire County Council storage yard.

19. Grot Spot Walk (5 minutes)

- a) Councillors to note that the last Grot Spot Walk took place in October. Cllr S Cockburn-Price has contacted the relevant partners where necessary regarding highlighted issues, but Councillors need to decide if and how to rectify those on the attached document.
- b) Councillors to decide whether the Parish Council should create a plan for weeds around the village; whether they should be left or removed by the Council.

20. Emails (2 minutes)

Councillors to note that, in line with the new audit expectations, all Councils must have an email address that belongs to the Council. The Clerk's email address is name@trawdenparishcouncil.org.uk. In order to come into line with the new ruling, this will be changed to clerk@trawdenparishcouncil.org.uk.

21. Change of meeting time (3 minutes)

Councillors to consider moving the start time of Parish Council meetings to 6.30pm in order to align with the new times Pendle Borough Council meetings commence.

22. Woodland Trust Trees (3 minutes)

The trees have now been delivered from the Woodland Trust and half have been given to the Parks department at Pendle Borough Council. Councillors to decide where to plant the remaining 240.

23. School Swimming Initiative (3 minutes)

The Clerk has received the attached letter from Pendle Leisure Trust and asks whether the Parish Council would like to participate in this next year, or whether the Parish Council will continue with the system already in place whereby parents/carers submit the names of the children who attended the swimming pool during school holidays, along with their year group and this is reimbursed direct to the parent/carer.

24. Councillors to note the following items:

- a) **Trawden in Bloom** - Councillors to note that the Clerk has written to all sponsors to advise of the increase in cost, where applicable. Only one negative response received.

- b) **Trawden in Bloom** - Councillors note the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2616.71= £1967.39.
- c) **Playground Inspections** - The Clerk has arranged for the remedial works at Lanehouse Lane Playground, recommended to be carried out.
- d) **Bus Terminus Repairs** - The Clerk has produced and distributed the short tender document for the works recommended. Closing date 20th December 2025. All tenders to be opened in conjunction with the Financial Regulations on a date to be determined, once the period has closed.

25. Correspondence – Councillors to see attached document.

26. Ongoing – Councillors to note the attached document.

27. Finance

To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£391
Clerk Expenses – November	£10.40
<u>Items paid under delegated powers</u>	
Bank Charges	£12.80
Website and email package (+ VAT)	£38
British Gas – Gas charges for Ball Grove (+ VAT)	£239.88
British Gas – Electricity charges for Ball Grove (+ VAT)	£239.88
EE (+ VAT)	£15.74
Community Centre Trust – Electricity for October (+ VAT)	£13.42
Pendle Borough Council – Over stickers for Ball Grove signage (+ VAT) P.O no 58	£39.23
Broxap Ltd – Bollard for Ball Grove (+ VAT) P.O no 59	£109
Amazon – extension cable (+ VAT)	£13.49
Mandeleigh Plants – Trawden in Bloom (+ VAT)	£608.86
Healthmatic – Ball Grove Site Survey (+ VAT) P.O. no 61	£375
Monk of Colne – lining of Ball Grove car parks (+ VAT) P.O. no 60	£1849
LBS Worldwide Ltd – Perlite for Trawden in Bloom (+ VAT)	£35.18
Mandeleigh Plants – additional plants for TiB (+ VAT)	£33.75
Amazon – Cups for Lights Switch On (+ VAT)	£9.79
Pendle Borough Council – Repairs to safety surfacing (+ VAT) PO no 45	£650
Pendle Borough Council – second quarter grounds maintenance (+ VAT) PO 52	£4609.31
JRB Enterprise Ltd – Dog Bags (+ VAT)	£109.10
Farmer Gracy Ltd – Spring bulbs (+ VAT)	£395.07

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 to note that the Clerks appraisal has taken place. Cllr Holmes to update Councillors on the outcome.
- b) Cllr Holmes to advise the Council on any new correspondence received from the resident with whom the Vexatious Complainants Policy has been invoked. Councillors to decide whether to formulate a response to these new queries, and if so, what.

Next meeting Monday 12th January 2026, commencing at 7pm.