



TRAWDEN FOREST  
PARISH COUNCIL

## **Minutes of the Meeting held on Monday 1<sup>st</sup> June 2026**

### **Present**

Chair Ann Holmes	Councillor Adrian Foulkes	Councillor Barry Hodgson
Councillor Andrea Beswick	Councillor Eleanor Jolley	Councillor Philippa Osborne
Councillor Lester Spencer	Councillor Jonathan Wiggins	

**Also in attendance:** Cllr S Cockburn-Price, 3 residents

**Apologies accepted from:** Clerk Adele Smith, Councillor Judy Yacoub

**Minutes** - It was resolved that Annual Parish Council and ordinary Parish Council meetings held on 11th May 2026 be signed by the Chairman as a true and accurate record. Minutes for this meeting were taken by Cllr Beswick.

**Declaration of Interest** – None

**4. Police Report** - The Police were unable to attend the meeting. It was suggested that the Clerk write to the team and suggest that they are welcome at our meetings.

### **5. County Councillors Report**

- a) Councillors noted the update regarding the outstanding highways issues. The Traffic Regulation Order has been signed off for the proposed lining at Lanehouse and Hollin Hall so works can now be programmed in. Further speed checks are required to bolster the request for a 20mph zone. Cllr S Cockburn-Price suggested that Trawden School children could get involved in a speed campaign with the Police. The Clerk to speak to the Police to see if this is a possibility.
- b) The Clerk has written to the two County Councillors but received no response.

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

Cllr S Cockburn-Price was the only Borough Councillor to attend the meeting.

Cllr S Cockburn-Price advised that there is now no overall control at the Area Committee so decisions are on hold until this has been decided. The Play Streets initiative is being stalled due to the vehicle incident going through a road closure. The Play Streets initiative now has to be put to the Executive Committee at Pendle Borough Council for approval or otherwise. This month Pendle Borough Council will hear which portion will be fit in with regards to the new unitary authority. Shadow elections are scheduled to take place in 2027 but they will not sit in their seats until 2028.

### **7. Community Centre Trustees update**

- Councillors noted the report sent by the Trustees, which includes: Trawden community centre, shop and library were encouraged by Plunkett UK to put themselves forward for one of their rural community business awards. They have been nominated for the Keeping it Local award "for going above and beyond to strengthen their local economies by prioritising local suppliers, services and partnerships". The Parish Councillors congratulated the Trust for this nomination.

**8. Residents Issues** – Two members of Trawden Wildlife Group attended the meeting highlighting their vision for the woodland at Skipton Road. They are aware how valuable this area is for wildlife and the wider community, as it is currently undisturbed. They noted it to be rich for insects, birds and bats. They feel that they have the relevant experience to manage the land, including safety, wildlife, community, insurance and funding.

One resident attended as they are interested in the discussions about the woodland due to their residential proximity to the site; one resident attended interested in the potential refurbishment of the Pavilion on the Recreation Ground.

## 9. Neighbourhood Plan

Councillors noted the minutes of the last meeting of the Steering Group held on 20<sup>th</sup> May. Cllr Foulkes advised that a public consultation will be held at the Garden Festival, and a new page will be added to the website with all information regarding the review. Volunteers will be required to attend the consultation. Cllr Jolley has information to add regarding Wycoller; she will speak to Cllr Foulkes about this, direct. The discussion with Pendle Borough Council's Planning Officers is ongoing and there is an imminent meeting.

It was resolved that the members of the Neighbourhood Plan Sub-Committee will comprise of Cllr Foulkes as Chair, Cllr Osborne, Cllr Hodgson, Cllr Beswick (if available), the Clerk. Cllr S Cockburn-Price and two members of the Wildlife Group, Joanne Webber and Barbara Savage have been co-opted onto the Committee.

## 10. Planning Applications - None received

### 11. Ball Grove

- a) Councillors noted that the Ecological survey was carried out on 21<sup>st</sup> May and that a bat survey is required.
- b) Councillors noted that the water safety boards in production, and the information will be uploaded onto the Lancashire Fire and Rescue portal so it is available should there be any incidents.
- c) Councillors noted that the Clerk is waiting for final comments from Cllr Jolley before the tender can be sent out to three contractors as per Financial Regulations.
- d) Councillors noted that the Clerk is waiting for the amended artwork for the cycling signs.
- e) Councillors noted that the cost for power washing the whole of the playground has been added into the 2027/8 budget.
- f) Cllr Spencer will meet with the café tenant soon and report back to the Parish Council regarding the repairs required on the building at Ball Grove to alleviate the damp issues within the café.
- g) As Pendle Borough Council sourced the last bench for Friends of Ball Grove, the Parks Officer will source one the same or similar for the large concrete area.
- h) Councillors noted that Friends of Ball Grove have agreed to pay half towards the cost on a mutually agreeable bench.
- i) Councillors noted that the Clerk has requested a cost for the re-lining of the Keighley Road car park. The Clerk to update the Parish Council at the July meeting and the cost will be considered to be added to the 2027/8 budget.
- j) Councillors noted the Green Flag judging has taken place attended by Cllr Jolley, the Clerk, two members of Friends of Ball Grove and one Parks Officer from Pendle Borough Council. Cllr Jolley reported that it went very well and the judge appeared to be impressed with the Park in general and lots of photos were taken.
- k) Councillors noted that the Clerk has set up a specific email for Friends of Ball Grove.
- l) Councillors noted that the Clerk has received a telephone complaint regarding someone being locked in the car park whilst she was putting her disabled son in her car. She is concerned that the gates are locked without prior notice from the person carrying out this task. It was resolved that no action will be taken.
- m) Councillors noted that the removal of the steps from the top car park at Keighley Road car park will be done on 13<sup>th</sup> June at the volunteer day. The bottom set of steps will remain and be repaired by the Footpaths team.
- n) Councillors noted that the Clerk has placed a purchase order for the required drainage report for the planning application at a cost of £1450. This includes any flood risk, surface water and ground water drainage and sewer routes and has been completed and sent to the Planning Consultant. This will be submitted for the planning application.
- o) It was resolved that the proposal from the café tenant for an event which is to be held on 28<sup>th</sup> June 2026 be approved. The Clerk to ensure copies of the Risk Assessments and Public Liability Insurance are received before the event. The Clerk to update the café tenants on the decision.

### 12. Parish Council Clerk

- a) It was resolved that the proposed, revised job specification and job description be approved for a temporary part-time admin assistant. The Clerk to advertise this urgently with a closing date of midnight on 9<sup>th</sup> June 2026.
- b) Councillors noted that the Clerk has ordered and received the new laptop at a cost of £390.83 + VAT.

### **13. Lanehouse Lane Playground**

- a) Councillors noted that the Clerk has contacted Colne Youth Action Group to advise when ball games are being played on the playground who will look at doing some sessions on a Thursday evening. Costs and plans yet to be received.
- b) It was resolved that Cllr Jolley will include the session information when the assembly is delivered in school.

### **14. War Memorial**

- a) Councillors noted that the Clerk has ordered the deep pointing and grouting of the pavements around the War Memorial at a cost of £289.
- b) It was resolved that, due to full planning being required for the installation of a flagpole at the War Memorial, this project would be deferred until January and reconsidered.

### **15. Woodland off Skipton Road**

Councillors noted that the Lengthsman advised the Clerk that the additional grass cutting for the areas to the front of Bankfield Street and Gladstone Terrace would cost £50/cut with approx. 18 cuts per year, so an additional £900 budget would be required. The Clerk to request information from Pendle Borough Council on whether it would be possible to get a woodland order for this site. The Clerk to request an approximate cost of maintenance for the woodland and write to Lancashire County Council requesting the market value of the woodland only. The Wildlife group have taken some photographs of the edge of the woodland that they will share with the Clerk.

### **16. Recreation Ground**

- a) The proposal for the upgrade of the shower areas, toilets and hot water system was presented at the meeting by a member of the subcommittee. The areas have been designed for a large range of users and to allow scope to extend in the future to accommodate all types of leisure groups in the Parish. It was resolved that the spend will be approved and that this project will go ahead with £20,000 from Pride in Place and a further £20,000 from Parish Council funds but in 2027/8.
- b) Councillors noted that a meeting has been requested with Pendle Borough Council to look at the water pipe and it will take place mid-June.
- c) Councillors noted that Cllr Foulkes has suggested that an inspection is done of the whole of the Recreation Ground so that any works required can be scheduled by Pendle Borough Council before any transfer and that the Clerk has requested this meeting

### **17. Calderdale Energy Park**

Cllr's Foulkes and Wiggins gave an update on the recent update for the proposed energy park at Widdop. Cllr Yacoub has raised some issues via email, along with Cllr's Jolley and Foulkes. The final response to be forwarded to the Clerk for submission before the deadline of 10<sup>th</sup> June 2026.

### **18. Parish Council Chains and Spade**

Councillors noted that the Clerk has contacted the Chair of Trustees for the Community Centre asking if it is possible to store the Chains and Spade in the centre. It has been suggested that this be stored in the secure alcohol storage area. The Trustees will discuss at their next meeting.

### **19. Christmas Tree**

As the supply of a good, free Christmas Trees has been exhausted, it was resolved that the Clerk will the supplier used by Foulridge Parish Council for a cost.

### **20. Trawden in Bloom**

- a) Councillors noted the budget situation as: budget £2500 +£1650 sponsorship– spent £185.95= £3964.05.
- b) It was resolved that the purchase of 40 bags of Sylvagrow peat free multipurpose compost be approved at a cost of approximately £490. This purchase will be deducted from the ringfenced Trawden in Bloom budget.

### **21. Councillors to note/comment on items:**

**Bowling Club** - Councillors noted that the Clerk contacted the Bowling Club to advise when the Pendle Borough Council meeting would take place. Cllr S Cockburn-Price to update the Parish Council on the outcome of the Executive meeting.

**08/2026**

**Bus Shelters** -Councillors noted the Clerk has advised Lancashire County Council that the old bus shelter would like to be retained by the Parish Council. They will advise the installation date so that all works can be co-ordinated.

## 22. Correspondence

- a) It was resolved that the Parish Council would not purchase the dog fouling campaign signs from Keep Britain Tidy.
- b) Councillors noted the anonymous letter received regarding garages at Cotton Tree and it was resolved that a garage inspection will be scheduled as the next 'Grot Spot' walk, date TBA. As the letter was anonymous, the Parish Council cannot personally reply. A review of the garages and whether the tenants are fulfilling the requirements of the contract obligations will be scheduled for the future.

## 23. Ongoing

- a) **The Green at Well Head** – Councillors noted that the Clerk is looking at the registration forms. Cllr Foulkes will provide an outlined map for the area.

## 24. Finance

- a) Councillors noted that the Clerk has signed and returned the terms and conditions document for the Pride in Place funding, as agreed at the May meeting.
- b) Councillors noted that some payments are still outstanding for allotments and sponsorship. The Clerk has advised the Allotments Association of the one payment not received. The planter payments that haven't been received will be offered to people on the waiting list.
- c) Councillors noted the VAT refund of £10,056.80 has been received from HMRC.
- d) It was resolved that the following payments be made:

Andrew Crawshaw, Lengthsman Hours	£522
Andrew Crawshaw – Grass Cutting Contract - May	£350
Clerk Expenses – May	£7.20
Clerk's Additional hours	4.5 hours
Reimbursement to Clerk for Wi-Fi and electricity usage - monthly	£10
Farnworth Rose Solicitor	£142.80
<b>Items paid under delegated powers</b>	
Bank Charges	£39
Website and email package (inc VAT)	£15.60
Community Centre Trust – Electricity for April (+ VAT)	£12.61
Laptop Spares Shop (+ VAT)	£390.83
Zurich Municipal Insurance	£1849.87
Lancashire Association of Local Council – Training J Yacoub	£45

## 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 will liaise with the café tenant and report back.
- b) Councillors noted the letter that has been sent to the Vexatious Complainant following the last meeting.

## Meeting closed 9.11pm

Next meeting Monday 6<sup>th</sup> July 2026 - commencing at 7pm at Trawden Forest Community Centre, Church Street, Trawden.