



TRAWDEN FOREST  
PARISH COUNCIL

## **Minutes of the Meeting held on Monday 12<sup>th</sup> January 2026**

### **Present**

|                           |                             |                             |
|---------------------------|-----------------------------|-----------------------------|
| Chair Ann Holmes          | Clerk Adele Smith           | Councillor David Barritt    |
| Councillor Adrian Foulkes | Councillor Philippa Osborne | Councillor Barry Hodgson    |
| Councillor Andrea Beswick | Councillor Lester Spencer   | Councillor Jonathan Wiggins |
| Councillor Eleanor Jolley |                             |                             |

**Also in attendance:** One resident, Cllr S Cockburn-Price

**Apologies accepted from:** Councillor Mark Watts

**Minutes** - It was resolved that the Parish Council Minutes of the Meeting held on the 12<sup>th</sup> January 2026 be signed by the Chairman as a true and accurate record following the amendment of Cllr Jolley's apologies.

**Declaration of Interest** – None

**4. Police Report** - The Police were unable to attend the meeting, but the Clerk has received a circular regarding break and enter in order steal car keys.

**5. County Councillors Report** – Neither of the County Councillors attended the meeting, and no update was received.

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

- a) Cllr S Cockburn-Price advised that any assets transferred from Lancashire County Council need to be completed by August 2026; the decision on Favordale is has been delayed; Cllr Holmes is to attend a meeting with Cllr S Cockburn-Price on Thursday regarding 'Pride of Place' which is a meeting to determine how government money is to be spent, locally; there is currently a budget consultation underway for Pendle Borough Council; there is a meeting scheduled on Tuesday 13<sup>th</sup> January with two residents who are interested in creating an eco-group; a meeting was taking place, during the Parish Council meeting to determine whether the local elections will take place.

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

Councillors noted the report sent by the Chair of Trustees which included: The trustees would like to thank the Parish Council for agreeing to contribute to the cost of the annual village newsletter; Recent successful events at the Community Centre included the annual Festive Craft & Gift Fair, a country music event, the children's Christmas party, and a New Year's Eve party. These were all very well attended and involved all sections of the community; We were pleased to hear that the Parish Council had got through to the second round with their funding bid to the LEF to renovate the building at Ball Grove; The AGM will take place on Friday 16<sup>th</sup> January at 6.30pm. All welcome. There are a number of vacancies for trustees if anyone is interested in joining us, or knows anyone who might be interested.

**8. Residents Issues** – one resident attended the meeting who was a representative of the Pendle Forest Orienteers requesting permission to use of Ball Grove Park for an event on Sunday 18<sup>th</sup> January. The Clerk has received all relevant completed forms, risk assessments and insurance documents for this event. The group apologised for the lateness of the notice as it was originally sent to Pendle Borough Council. It was resolved, at this late stage , that Councillors had no issues with this proposal and permission would be granted.

### **9. Ribble Rivers Trust**

Jack Spees and John from the group attended the meeting to give an update of the projects and work that they have carried out recently.

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## **10. Neighbourhood Plan**

Neil from the consultants O'Neill Homer attended a meeting in December with Cllr's Foulkes and Hodgson, The Clerk and Cllr S Cockburn-Price. The focus of the meeting was where are we now and how to proceed. There were concerns over the Conservation Area Plan and it was resolved that the Clerk would ask the consultant for a cost in creating this. Cllr S Cockburn-Price advised that there is funding available to cover the cost of this, potentially. Cllr Foulkes advised that the grey belt is opening up areas which had more protection in the past. A lot of work has already been completed, and it was resolved that the sub-committee would schedule regular meetings to move this project forward.

## **11. Planning Applications:**

APPLICATION: 25/0844/FUL PROPOSAL: Full: Erection of 1 no. agricultural cattle building, 1 no. midden store with ancillary hardstanding. AT: Site For Proposed Agricultural Buildings To The South East Of Trawden Recreation Ground Keighley Road Trawden. Councillors' response: Councillors acknowledge and appreciate the changes that have been made and agree with amendments. Councillors have no objections to the proposals within this application.

## **12. Ball Grove**

- a) Councillors thanked Newhey Interiors for the revised plans and felt that they were in line with the comments made during the consultation regarding another access required. It was resolved that these new plans are the ones that the Parish Council will pursue and work with, subject to planning permission and funding. All finer details will be ironed out at the appropriate time.
- b) Councillors noted that the Clerk has received a copy of the completed Expression of Interest form for the installation of throw lines that is awaiting approval.
- c) It was resolved that the Clerk and Cllr Jolley continue with the investigations into the cost of re-opening an exterior toilet and report back to the Council when these have been received.
- d) Councillors approved the revised Management Plan and it was resolved that this be submitted with the Green Flag 2026 entry.
- e) Councillors resolved to agree with the report created by Leo Brightley regarding damp in the café and suggested that the tenant either use a dehumidifier or invest in a high flow extraction fan. Items also need to be moved away from external walls to create better airflow.
- f) The barrier at the car park off Keighley Road needs some welding. Cllr's Spencer and Hodgson to arrange the repairs. It was also resolved that the repaired height barrier is not re-installed at the Winewall end car park. Any issues will be monitored and this decision will be re-visited, if required.
- g) It was resolved that Cllr Jolley assist the Clerk with the funding bids for Lancashire Environment Fund and the National Lottery. The window is short for submitting the bids so needs to be done urgently.
- h) It was resolved that the Clerk make investigations into whether cycling is permitted on the track at Ball Grove or not.
- i) With reference to the distribution of the Woodland Trust trees; Cllr S Cockburn-Price to meet with residents who are interested in setting up a new eco group. If they are interested in these trees, they will need to be planted within the Parish.

## **13. War Memorial**

- a) The Clerk to chase the tree surgeon as it looks like the works have not yet been undertaken.
- b) Councillors noted that the Clerk will apply for planning permission upon completion of the tree works and final decision on the flagpole.

## **14. Anti-Social Behaviour Fact Sheet**

It was resolved that the Clerk will enquire with the Community Centre Trustees to see how many newsletters are printed and get a cost for this amount. The Police Cadets will then be asked to deliver to the Parish. It will be posted on social media and the website in the meantime and the Clerk to ask that it be included in the next newsletter.

## **15. Christmas Lights Switch on**

- a) Councillors noted that the Clerk thanked Cllr's Barritt, Spencer, Wiggins, Mr Smith, Mrs Barritt, Alfie Smith, Mrs Barritt, John and Sarah Cordingley for assistance with the organisation and execution of the event. Councillors also thanked the volunteers for their assistance.

- b) Councillor noted the 'thank you' received from Trawden School who advise that £150.12 was raised in donations that the Parish Council will match. The Clerk to make payment.

#### **16. Land at Trawden Road**

- a) Councillors noted that the Clerk has asked Lancashire County Council what their long-terms plans are for the storage yard at Skipton Road and awaits a response.
- b) It was resolved that a meeting with CCLr McCollum and Lancashire County Council should be arranged regarding land transfers before any decision is made on the parcel offered at the front of Bankfield street and Gladstone Terrace and the land from Skipton Road, around the back of UK Lift Tech to Bright Street.

#### **17. Recreation Ground**

The Clerk will update Cllr S Cockburn-Price on the hold-up regarding the water supply for the ground and she will see if any progress can be made so transfer can go ahead.

#### **18. Councillors to note the following items:**

- a) **Trawden in Bloom** - Councillors noted the budget situation as: budget £3000 +£1584.10 sponsorship– spent £2275.46= £2308.64.
- b) **Bus Terminus Repairs** – Councillors noted that there have been no quotes received for the works required on the cobble setts at the bus terminus. It was resolved that the Councillors would like to approach the previous contractor who carried out the works on the Tram Tracks to provide a quote before the next meeting. It was said that he clearly has the expertise on how to repair the setts and his work is of high quality and he obviously understands the complexity of the works required.

#### **19. Correspondence**

Councillors noted the correspondence received, as below:

- a) The Lancashire County Council Budget Consultation document has been shared with Councillors who were encouraged to respond to this. Closing date is 13<sup>th</sup> January. Councillors to decide if the Clerk should respond on behalf of the Council and how to do so.
- b) Councillors to note that, following a successful referendum on 4 November 2025, Burnley Council resolved to adopt the Worsthorne with Hurstwood Neighbourhood Plan at the Full Council meeting on 3 December 2025.
- c) Following the attendance of the Chair of the Allotments Society in November, the group ask if the Parish Council would be willing to fully fund or part fund the fence posts required to construct the compound area designated for the manure bays now that approval has been granted from Pendle Borough Council. It was resolved that the parish Council would fund the fence posts.
- d) Councillors to note that Bradford Council adopted the Statement of Community Involvement (SCI) 2025-2030 on the 2nd December 2025.
- e) Notification received from Pendle Borough Council that they have resolved to adopt the Pendle Local Plan Fourth Edition 2021-2040.

#### **24. Councillors noted the following items:**

- a) **Speed limit on Keighley Road/Rock Lane** – The Clerk awaits information from the discussion at the next Traffic Liaison Committee meeting. Next meeting scheduled for 1<sup>st</sup> or 3<sup>rd</sup> December 2025.
- b) **The Green at Well Head** – The Clerk awaits the return of the original, completed document in order to update and submit for registration of the land.

#### **Finance**

- a) Councillors noted the budget position, and it was resolved that the presented budget and precept amount of £140,000 was approved. The Clerk to return the signed precept document to Pendle Borough Council for 2026/7.
- b) It was resolved that the following payments be made:

|   |         |
|---|---------|
| Andrew Crawshaw, Lengthsman Hours   | £246.50 |
| Clerk Expenses – December   | £18.20  |
| Match donation funding to Trawden School from Christmas Event                   | £150.12 |
| Leo Brightley – sweeping Ball Grove car parks, filling potholes, surveying cafe | £143    |
| O’Neill Homer Consultants – Interim Payment (+ VAT)                             | £3750   |
|   |         |
| <u>Items paid under delegated powers</u>  |         |
| Bank Charges  | £14.90  |
| Website and email package (+ VAT)   | £38     |
| British Gas – Gas charges for Ball Grove (+ VAT)                                | £106.26 |
| British Gas – Electricity charges for Ball Grove (+ VAT)                        | £161.77 |
| EE (+ VAT)  | £15.74  |
| Community Centre Trust – Electricity for October (+ VAT)                        | £13.42  |
| Community Centre Trust – Electricity for November (+ VAT)                       | £46.79  |

## 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 noted that the Clerks appraisal took place in early October, and Cllr Holmes apologised to the Clerk for not sending this out.
- b) It was resolved that the Clerk would respond to the Solicitor asking for the lease to be completed as soon as possible.
- c) It was resolved that Cllr Holmes will respond to any new queries raised by the vexatious complainant.

## Meeting closed 9.40pm

Next meeting Monday 2<sup>nd</sup> February 2026 - commencing at 7.00pm at Trawden Forest Community Centre, Church Street.

**36/2025**