



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

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. To approve Apologies – Cllr Barritt

2. To consider and approve the Minutes of the Parish Council meeting held on 2nd June 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 proposed 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.
- With reference to the waiting restrictions and 20mph zone, Pendle Borough Council have chased the Traffic Liaison Committee for an update.

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 all sponsorship invoices have been paid and the new stickers are now completed.
- The North West in Bloom judges are due to attend on 2nd July with the outcome being issued later in the year.
- The Clerk thanks those Councillors who responded to the request to supply lunch from the café at a cost of £100.

9. Ball Grove (35 minutes)

- a) Councillors to note that the tree works are completed. Invoice received.
- 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, following the Clerk requesting a response from the new Chair of Friends of Ball Grove, regarding the need for 420 trees from the Woodland Trust, he has advised that these are not required. Councillors to advise the Clerk whether the order should be cancelled.
- d) The Clerk has received a copy of the lease that the Solicitor has found between Pendle Borough Council and Colne Angling Club. This is for the river fishing only. The Clerk has submitted a copy of the similar lease supplied by the fishing club to the solicitor and asked if it is possible that this can be replicated with the inclusion of no overnight fishing allowed. They have confirmed that the costs will still be £800-£2000 for recreating this lease. Councillors to decide how to move forward with this. The Clerk reminds Councillors that, if the lease terms are the same, i.e. no yearly lease fee as before, then the fishing club agree to pay half, but ideally £500 would be their budget.
- e) Councillors to consider the response to the attached letter from the resident of the property on Ball Grove regarding the Councils offer to designate a parking space for an annual rental charge of £10.
- f) Councillors to note that the Clerk has confirmed to Newhey Interiors that the Parish Council approved 'Option 2' of the designs submitted which includes overhaul of the ground floor and additional of a first floor. They will outline next steps.
- g) Councillors to note that the Clerk has contacted the person who locks the barrier advising that the Council agreed to have a locking mechanism on the top barrier. Since this email, the Clerk has been made aware that a vehicle has hit the height barrier since it has been kept closed. This has not happened before when this person has accessed the Park. Cllr Hodgson suggests that, instead of both barriers being closed, one is left open and the other closed. Councillors to consider how to remedy the issue.
- h) Councillors to note that the repairs to the safety surfacing under the zip wire have been completed.
- i) The Clerk thanks Cllr's Spencer and Foulkes for doing the pre-Party in the Park inspection and providing photographic evidence of the condition of the area to be used. Cllr Spencer inspected following the event and reported that everything was in order.
- j) As part of the above inspection, it has been reported that the end of the wall at the disabled parking area has been damaged again. The Clerk has asked Leo Brightley to repair but asks Councillors whether some form of barrier or bollards should be installed to stop cars getting too close to the wall.
- k) Councillors to note that the Solicitor has sent the amended terms on the renewal of the café lease to the tenants Solicitor and awaits a response.
- l) Councillors to note that the Clerk has been in contact with Monk of Colne to obtain a cost for a 2' wide red grit strip from the Keighley Road car park down the slope along the railings side of the road at a cost of £TBA. Councillors to consider whether this should be accepted.
- m) As part of the renovation of the building, Councillors to consider the options of re-opening one or more of the toilets in the currently closed toilet block.
- n) Councillors to consider the letter received from Paul Foxley regarding the selection of a contractor for the design of the unused part of the building and decide how the Chair should reply.
- o) Councillors to note the attached minutes of the Annual General Meeting of the Friends of Ball Grove.
- p) Councillors to note that the Clerk has had Leo Brightley undertake some emergency repair works. Some of the edging stones along the track/side of playground had fallen onto the track. The Clerk asked this be repaired urgently, so no damage to passing vehicles was incurred. Payment made in accordance with Financial Regulation para 6.8 ii.
- q) Pendle Borough Council have noticed that one of the bins, outside of the café, is in a state of disrepair. Councillors to consider replacing or repairing it at a cost of £400 to stop any injuries to users. See attached.
- r) Councillors to note the email, attached, from the café tenant regarding the Party in the Park and decide if and how to respond.
- s) Councillors to consider the attached request from the Children and Family Wellbeing Service to use the Park for activities on the dates advised.
- t) Councillors to consider the attached Risk Assessment for Ball Grove and suggest any amendments or approve the version.

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. Grot Spot Walk**(2 minutes)**

The Grot Spot Walk scheduled for 14th June at Ball Grove was cancelled due to the weather. Councillors to decide on another date.

12. Flag Poles at War Memorial**(5 minutes)**

Cllr Spencer to investigate the cost and site for installation of a flagpole and report back to the meeting. Councillors to consider the information presented and make a decision based on that information.

13. Report from Footpaths Officer**(3 minutes)**

Councillors to consider extending the subscription to the Footpath's Enhanced Countryside Service for 2025/6 at a cost of £2157.

14. Updating the Neighbourhood Plan**(4 minutes)**

- Cllr Osborne and the Clerk have had the initial meeting with Neil from O'Neill Homer Consultants and a site visit has been arranged for 29th July. See attached notes and raise any queries for the Clerk to submit to the consultants.
- Councillors to also note the attached terms of business for O'Neill Homer.

15. Wycoller**(8 minutes)**

CCllr McCollum would like to have a site meeting in Wycoller to discuss the potential asset transfer of the site to the Parish Council. Councillors to consider who will attend and suggest some dates and times.

16. CCTV at Church Corner**(3 minutes)**

Councillors to note that, as part of the annual contract, the cameras at the Church corner have been replaced. The Clerk has been struggling with remote access so a different method of retrieving footage has also been found.

17. Anti-social Behaviour Fact Sheet**(3 minutes)**

Following on from the incident at Ball Grove with the paving stones, Cllr Jolley feels that the creation of a fact sheet, regarding how to report anti-social behaviour, should be created. Councillors to consider if this should be followed up. See attached example.

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

APPLICATION: 25/0025/FUL. PROPOSAL: Full: Erection of 3 no. agricultural buildings to roof over existing farmyard. AT: Springfield Farm Wycoller Road Trawden. FOR: Mr Wayne Tomlinson.

Application: 25/0404/HHO. PROPOSAL: Full: Widen external kitchen door opening, insertion of bay window to bedroom 4, formation of timber post and beam canopy to West Elevation, replace North Elevation garage window with personnel door, alter materials of windows, doors, rainwater goods, roof tiles, fascia and soffit. AT: Brynmoor Skipton Road Trawden. This application was sent to the Planning Committee but no response has been received, except from Cllr Hodgson.

APP/E2340/C/25/3367056: Councillors to note that an appeal has been lodged against the refusal of an unauthorised erection of a single storey structure on green belt land to the rear of 19 Hawley Street, BB8 8BY

19. Correspondence

- Councillors to note the attached copy of note sent out to all allotment tenants from the Allotment Association.
- Councillors to note that the Clerk has been asked to promote the consultation on Lancashire County Council's Local Nature Recover Strategy. If councillors wish to respond, see Lancashire County Council's website.

20. Councillors to note the following items:

- **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. The Clerk has chased Pendle Council for a response.
- **Speed limit on Keighley Road/Rock Lane** - Councillors to note that the proposal has been sent to Pendle Borough Council for inclusion at their next Traffic Liaison Committee meeting.

21. Finance

- To consider and approve the following schedule of regular payments due in relation to a continuing contract or obligation for:
Clerks' salary, HMRC payments, pension contributions, office electricity costs, ball grove utilities costs, regular maintenance contracts, website and email package costs, mobile phone costs, bank charges, training requirements, ad hoc small consumables for Trawden in Bloom, dog fouling bags and similar items and emergency repair works, in accordance with the Financial Regulations para 6.6.
- Councillors to note the attached, first quarter budget report and highlight any queries.
- To approve, or otherwise the following payments:

Andrew Crawshaw, Lengthsman Hours	£697
Andrew Crawshaw – Grass Cutting Contract	£525
Pendle Borough Council Countryside Access Service (+ VAT)	£2157
Leo Brightley – Repair of wall at Ball Grove car park	£110
Information Commissioners Office Annual Fee	£52
Jackie & Francesca's Old Rock Café – lunch for NWIB judges	£100
Northern Forestry and Arb – Ball Grove works (+ VAT)	£3780
Mercer Print – Printing and Installation of new sponsorship stickers (+ VAT) paid	£235
Leo Brightley – Painting Victorian Pissior - paid	£694
Leo Brightley – Ball Grove edging repairs - paid	£96
Stone Edge Historical Building Restoration – War Memorial Cleaning (+ VAT) - paid	£430
Mandeleigh Plants – Plants for Trawden in Bloom (+ VAT) - paid	£630.44
Umbra Security Annual Contract for Church CCTV (+ VAT) - paid	£600

Next meeting Monday 4th August 2025, commencing at 7pm.