TRAWDEN FOREST
PARISH COUNCIL

Trawden Forest Neighbourhood Plan

Steering Group Meeting Minutes– 14th October 2026

Members present: Cllr Adrian Foulkes, Cllr Barry Hodgson, Clerk Adele Smith, Charlotte Tattersall, Michael Sunderland, Borough Cllr Sarah Cockburn-Price, Joanne Webber
Apologies received from: Cllr Andrea Beswick, Cllr Philippa Osborne, Chris Wilding, Cllr Eleanor Jolley, Louise Stubbs – O'Neill Homer Consultants

1. Progress Report and Policy Updates

Members of the group were pleased to have received the Strategic Environmental Assessment from Pendle Borough Council. The report concludes that this exercise does not need to take place.

Sarah Cockburn-Price commented about the proposed end date for the Plan. The SEA states 2041. This should be taken to the Parish Council meeting for a decision. Colne's Plan 's end date is 2035.

Adele to ask Pendle Borough Council for the extant planning permissions and confirm whether these can be included in the 'buffer' numbers for house building.

New Policies:

TF7 - Chris Wilding is looking at the Heritage Assets and Sarah advised that anything that is outside of Trawden should not be included in the Plan. Chris continues to look at the existing list, the additional Local List and anything new that needs to be added.

TF8 and 9 – The previously discussed map looks good, and Joanne will continue to follow up with the completion of the forms for areas to be included for protection within the Plan. Joanne would like to add the Skipton Road woodland, Peace Garden, Harambee Garden, Community Centre/Library, the area at the top of Goose Green, Old Chelsea and the Winewall Triangle to the list. Adele to forward the previously completed Green Spaces Forms to Joanne.

TF10 - There was a short conversation regarding spaces such as the Recreation Ground. This should be listed as a Recreation Area (TF10), protected car park (TF12) and a key community facility (TF11).

All policies from the adopted Plan are to be brought forward into the new plan and integrated into the new, suggested policies.

1.1 Any updates on the Green Spaces Forms from Trawden Wildlife Group?

As above, Joanne and Barbara continue to complete the Green Spaces forms. For clarity, the Core Qualification Criteria

To be designated as a Local Green Space, a site must meet these main requirements:

Close Proximity: It must be in reasonably close proximity to the local community it serves (determined based on community size, site size, and local value).

Local Character: It must be local in character and not an extensive tract of land.

Demonstrably Special: It must hold a particular local significance to the community for one or more of the following reasons:

Beauty: Aesthetic or visual appeal.
Historic Significance: Links to local history, heritage assets, or cultural value.
Recreational Value: Used for sports, playing fields, walking, or general community recreation.
Tranquility: A peaceful environment or calm retreat from urban life.
Wildlife Richness: Ecological value, habitats, or biodiversity.
Enduring Capability: The site must be capable of enduring (surviving and remaining protected) well beyond the end of the local plan period.

1.2 Updates on Heritage Assets from Chris Wilding.

Chris continues to work on this but if anyone has any suggestions for inclusion, please send these to Chris for consideration.

2. Progress Report for TFPC

Adrian and Adele continue to update the website with publicly available information. It was decided that the Design Code work, that is currently on the website should go out on a social media post for feedback. Residents who live in the defined Character Areas will probably know more about design that are not visible.

3. Character Area Map Discussion

Although Eleanor could not be at the meeting, she sent an update. She has spoken to most of the Wycoller residents and has done some research on the heritage of the area. She has sent screen shots to Suzi for printing so that one large map can be created. Once this is completed, objects, spaces and views can then be added to this map. She will arrange groups to walk the area and research specific aspect ie, vaccary walls. John Dransfield did some work on this for the adopted Plan, but this will be built on. The residents of Wycoller have been very positive and would like to get involved in this local initiative.

4. Conservation Area Discussion

- Pendle BC need to approve Growth Lancashire's fee quote, as it would need to be adopted formally by the Council. It has been forwarded onto Neil Watson for him to review.
- Growth Lancashire may not be able to meet the requested completion date of the end of the financial year due to other commitments by them. Waiting further information.

The Clerk to contact Cllr David Cockburn-Price to ask when the £5k allocated to this project from Colne Area Committee needs to be requested.

5. Any Other Business

The Clerk has contacted the solicitor regarding first registration of Well Head Green and the garden at Harmabee, who stated that this should be a claim for adverse possession. The solicitor has given a cost, but Councillors reviewed the required forms for claiming this adverse possession. The Clerk and Admin Assistant are looking at the forms and any evidence required in order to register this themselves without the cost of involving a solicitor.
Dispensation forms – Michael Sunderland has completed and submitted his form. This has been approved. One is still outstanding. They have been written to, to advise that they cannot be included in the meeting information or meeting until the form is received and approved. No response as yet.
Future meeting dates. 18th November, 9th December, 13th January 2027.