



Members of the Council are summoned to the Parish Council meeting to be held on Monday 13th January 2025, at 7pm, at Trawden Forest Community Centre

Mrs A Waddington, Trawden Forest Parish Council Clerk and RFO

1. **To approve Apologies – Cllr S Cockburn-Price**
2. **To consider and approve the Minutes** of the Parish Council meeting held on 2nd December 2024 (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 (8 minutes)**
 - Cllr Purcell has reported the outstanding issues to Lancashire County Council. The Clerk has received a response, as attached. Councillors to consider this response and decide how to respond.
 - The Clerk has chased Tim Blythe who has been asked to provide information about the repairs required to the Aisled Barn in Wycoller.
5. **Borough Councillors Update - for information only**
 - Cllr S Cockburn-Price is unable to attend the meeting.
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. (2 minutes)**
 - Councillors to note the budget position for the group. Budget £2500 + income £2090 - spent YTD £3729.16 = Budgeted Balance £860.84
9. **Ball Grove (15 minutes)**
 - a) Planting of the Woodland Trust and six fruit trees took place in December. Thank you to those who participated in this event.
 - b) The Clerk has purchased a 'No Parking' sign that needs installing near to the building to discourage visitors parking in this area.
 - c) The consultation is now complete and results are as attached. Councillors to consider any suggestions for changes/improvements to the Park.
 - d) The Clerk has completed the bid form for half of the cost from Borough Councillors for a replacement dog fouling bin. Works have been requested.

- e) Councillors to note that the Clerk has written to Neil Watson to ask whether Ball Grove can be added to the list of places in receipt of Biodiversity Net Gain from housing developments. The attached response has been received.
- f) Councillors to note that the Clerk has written to all Grounds Maintenance Tender submissions and advised whether they have been successful or not.
- g) Councillors to note that Cllr Hodgson has identified an issue with pot holes on the road near to the lake. The Clerk has asked Leo Brightley to repair.
- h) The Management Plan is under review and will be presented, for approval, at the February meeting. Councillors to advise the Clerk of any suggested changes to the document by 20th January.

10. Updating the Neighbourhood Plan (2 minutes)

Councillors to set a date for the re-launch of revising the Neighbourhood Plan.

11. Christmas Lights Switch on (5 minutes)

- The event collected £90.97 in donations. Councillors to decide who will receive this money or whether it will go into the Events fund.
- The Clerk has put out a social media post thanking all those who assisted with the evening, but she would also like to thank Cllr's Hodgson, Spencer, Wiggins, Beswick and Holmes for attending on the evening; and special thanks to Cllr Barritt for assisting with the organising of the event.
- Councillors to note the attached evaluation report for the event and consider any suggestions for 2025.

12. 2025/6 Budget (7 minutes)

Councillors to consider the presented, finalised budget for 2025/6 and give final approval of this for the financial year 2025/6. Council Tax implications also attached. Once agreed, Councillors to ensure that the request document is completed and signed ready to return to Pendle Borough Council.

13. Policy on using peat-free compost (4 minutes)

Councillors to consider a request from the Climate Emergency Team at Pendle Borough Council asking the Parish Council to consider adopting a policy that states all planting should be done using peat-free compost.

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

APPLICATION: 24/0828/FUL. PROPOSAL: Full: Erection of 4 no. detached houses and associated works. AT: Land To The South Of Green Meadow Trawden

Application 24/0839/HHO. PROPOSAL: Full: Erection of a two-storey side extension. AT: Stone House Dean Street Trawden Lancashire BB8 8RN **Response submitted:** The Parish Council has serious concerns over the number of off-road parking spaces given the application to increase the size of house from 3 to 4 bedrooms. The Highways Authority confirms that the Borough Council's Parking Standards require 3 parking spaces for 4 bedrooms. The Neighbourhood Plan proposes 4 spaces for 4 bedrooms. The Highways Authority Report states that the hard standing can accommodate 2 vehicles in addition to the (partially built, planning approved) garage and does not object on that basis. This is not correct.

The site plan shows the boundary of the property stretching straight back along the front of the adjoining semi to the boundary with the next property, No. 2 Dean Street. This area consists of hard standing with a raised pathway leading to the doors of each of the two semi-detached properties. What is not shown on the plan or described in the supporting statements, but what can be seen on site and from above (Google Earth view attached), is that there is an access for the adjoining property across this hard standing. They have a garage and a parking space behind their house which can only be accessed across the area of hard standing. Given that access requirement, and the need to manoeuvre any vehicle entering or leaving the new garage (which is at right angles to the road) and exiting onto the road forwards, there is in reality only parking space for one car for the applicant property in addition to the new garage. This does not comply with the Borough Parking Standard nor with the Neighbourhood Plan.

Dean Street is currently very well-used by cars and pedestrians. There is planning permission for further development on Dean Street which will increase traffic further. In particular, Trawden Forest Primary School is at the top of the street and attracts considerable vehicle movement and parking, making it virtually

impassible at peak times. Increasing the house size, and therefore increasing on-street parking demand, particularly at or near the junction, is a matter of grave concern to the Parish Council.
 The materials for this garage appear in keeping with the construction of the existing house.
 The condition of garage use as garage only and time limits on construction access should be maintained as recommended by the Highway Authority.
 Although the proposed windows are to match the property, windows and doors should be wooden, as per the Conservation Area status.

15. Correspondence

Christmas cards received from Lancashire County Council and the Mayor of Pendle

16. Items for Councillors to note – no discussion required

- **Recreation Ground** - The next meeting regarding management of the Recreation Ground is to take place on 10th February 2025.
- **Tree Inspection Works Required** - The Clerk has contacted the two businesses who quoted for these works. Works have been ordered and will be carried out in January.
- **Pendle Local Plan Consultation** - Cllr Osborne has responded to the Local Plan Consultation. Copy of response issued to all Councillors in December.
- **BT Openreach Wayleave** - The Clerk has completed and returned the Wayleave. Payment received.
- **RoPSA Playground Inspections** - The Clerk has reserved two spaces on this course which will be held in February 2025. Laneshaw Bridge Parish Council have been invoiced for half the cost of the Lengthsman’s course.
- **Lancashire County Council Biodiversity Grant** - The Clerk is waiting for the proposal from the Chair of Friends of Ball Grove.

17. Finance

- Councillors to note the attached, third quarter budget situation, as attached.
- To approve, or otherwise the following payments:

Clerk’s expenses - Mileage	£37.05
John Dransfield – new wire and kit for Wycoller Christmas Lights (paid)	£54.78
British Gas – Gas at Ball Grove (paid DD)	£100.11
Community Centre Trust – Sponsorship of October event (paid)	£60
Community Centre Trust – Office electricity charges (paid)	£11.22
Trawden Community Shop – Batteries (Paid)	£3.96
Amazon – small torches for Torchlight Parade (paid)	£26.23
Pendle Borough Council – replacement of Climbing Rope (paid)	£342.10
Farnworth Rose Solicitors – First payment towards Recreation Ground fees (paid)	£250
Colne Town Council – RoSPA Playground Inspection Courses (+ VAT)	£720
Leo Brightley – Victorian Toilet works and sweeping of Ball Grove car park, cleaning bus shelters	£286

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:

- Councillors to review the two Fee Proposal documents from architects regarding works required on the vacant building at Ball Grove.

Next meeting Monday 3rd February 2025, commencing at 7.00pm.