



**MINUTES OF A MEETING OF COLNE TOWN COUNCIL  
on Tuesday 18<sup>th</sup> August at 7pm via Zoom video conferencing**

***In attendance:*** Cllr. N Butterworth, Cllr. M Chung, Cllr. D Clamp, Cllr. D Clegg, Cllr. G Clegg, Cllr. S Cockburn-Price, Cllr. D Cockburn-Price, Cllr. E Hurley, Cllr. A Mann, Cllr. K McNulty, Cllr. M Thomas and Cllr. H Thomas.

***Also, in attendance:*** Ms. N Crewe (Town Clerk), Mr. C Hill (Advisory Consultant) and Miss. G Langley (Responsible Financial Officer/RFO).

**1. Welcome**

Cllr. M Thomas, Chairman of Colne Town Council, welcomed all to the August Full Council meeting of Colne Town Council using Zoom video conferencing.

**2. Apologies**

*Apologies were received from Cllr. E Cornish, Cllr. P Howarth, Cllr. D Lord and Cllr. B Wildman.*

*The Council accepted the apologies received.*

*Absent: Cllr. J Nixon*

**3. Minutes**

To approve as a correct record the Minutes of the meeting held on Tuesday 21<sup>st</sup> July 2020.

*The Minutes of the meeting held on Tuesday 21<sup>st</sup> July 2020 were accepted as a true and accurate record.*

***Proposed by Cllr. H Thomas***

***Seconded by Cllr. K McNulty***

***Approved by Council***

Councillors requested an update to Item 11:

A letter received from Lancashire County Council (LCC) regarding use of the Town Council CCTV to support their Highway Scheme to improve the road layout and traffic signals.

*The Town Clerk informed Members that LCC had been notified and were currently in discussions with Grantfen to finalise the logistics. The Town Clerk also confirmed that LCC have agreed to ensure that all trees along the road are trimmed so as not to block views of the cameras.*

*An update was also given to members on item 12 2) of the minutes:*

*Can Colne Town Council write to Sainsburys regarding the vehicle reversing noise, loud staff, and fridges being left on while unloading over night?*

*Cllr. S Cockburn-Price advised that she had spoken to the Manager who had said that he would address the issues immediately.*

*Cllr. N Butterworth confirmed that he had received reports from residents to say that the situation had improved and that the noise levels had decreased.*

**Action:** *Cllr. S Cockburn-Price said that she would write to the Manager to inform him that his actions have been successful, and that the situation has improved.*

#### **4. Declarations of Interest**

To receive any declarations of interest from Members relating to any item on the agenda in accordance with the provisions of the Code of Conduct and/or indicate if S106 of the Local Government Finance Act 1992 applies to them.

*No declarations were received.*

#### **5. Public Forum**

To consider questions, statements or petitions from members of the public who are welcome to the meeting and have a total collectively of 15 minutes to make their representations to the Committee

*No public were in attendance.*

#### **6. Finances**

a) To receive a schedule of payments from 15<sup>th</sup> July 2020 to 12<sup>th</sup> August 2020 for approval by the Chairman.

*The Schedule of payments to the value of £33,338.83 was presented to Members and duly signed by the Chairman.*

***Proposed by Cllr. D Cockburn-Price  
Approved by Council***

***Seconded by Cllr. G Clegg***

b) To receive a summary of budget, spend and commitments as at 12<sup>th</sup> August 2020.

*Following a short discussion, the budget summary was approved by Members.*

***Proposed by Cllr. H Thomas  
Approved by Council***

***Seconded by Cllr. D Clamp***

#### **7. Alkincoates Multi Use Games Area (MUGA) Noise Complaint**

To receive a report on the noise complaints received from Alkincoates MUGA.

The report on the MUGA noise complaint contained the following recommendations:

- For Members to consider and decide about the replacement of the fencing on the car park side of the Alkincoates MUGA.
- For Members to agree that this work should take place and to authorise the Responsible Financial Officer to transfer the required funds from the Playgrounds Earmarked Reserves.

*Following a lengthy discussion, it was decided that a few of the Councillors will meet at Alkincoates Park on Wednesday 19<sup>th</sup> August at 6 pm, to discuss the issues and investigate options. A report will be put together to be reviewed at the October Finance, Employment & Services (FES) Committee meeting.*

## **8. Remaining Colne Town Council (CTC) Events Review**

To consider the remaining three events planned within the 2020 event schedule and if they should take place considering the current pandemic and increase in cases within the Pendle area.

During a lengthy discussion, a number of ideas for the Hallowe'en Event were presented by Members.

Action: Town Clerk to go through the event in details and review current Government guidelines to determine what we can and cannot do.

The consensus was that we endeavor to hold a scaled down Hallowe'en Event including the following elements:

A small CTC Market,  
A virtual Hallowe'en colouring competition for the Schools,  
Shop window displays.

**Actions: Town Clerk to contact the Market Hall Manager to determine if the Market Management Team is happy for CTC to use the Market Car Park and to contact the traders to inform them of the scaled down event and obtain their feedback. Officers to contact the Schools to see if they would be willing to take part in a virtual competition, and Cllr. S Cockburn-Price to send details of corporate Hallowe'en decorations to the Town Clerk for this to be investigated.**

It was decided that decisions relating to Remembrance and the Christmas In Colne Event would be made at the September Full Council meeting.

## **9. Appraisal Process Policy**

To receive a recommendation from Finance, Employment & Services Committee to adopt the Appraisal Process Policy.

The Staff Appraisal, Training & Development document was presented to Members and approved for adoption by Colne Town Council.

***Proposed by Cllr. D Clegg***

***Seconded by Cllr. D. Clamp***

***Approved by Council***

## **10. Terms of Reference**

To note the updated Terms of Reference for the following working groups; -

- a) Blues Working Group
- b) Alkincoates Working Group
- c) Playground Development Working Group

Subject to some amendments on standardisation and formatting, the above working groups Terms of Reference were presented to Members and duly noted by the Council.

## **11. Neighbourhood Plan**

To receive an update from the Chairman of the Neighbourhood Plan Working Group on the progress of the Project.

Cllr. S Cockburn-Price, the Chairman of the Neighbourhood Plan Working Group, informed Members that the Sites for the Plan have now been finalised, and that she has been working on putting the final touches to the Local Heritage List.

Cllr. S Cockburn-Price's next step is to proofread the rest of the document, with Michael Wellock filling in the gaps, so that a final version can be presented at the next Full Council meeting on 15<sup>th</sup> September for sign off and approval.

Once the Neighbourhood Plan has been approved by Full Council, Colne Town Council can then go to Formal Consultation which will be for a period of around six to eight weeks.

Action: The RFO to investigate the additional funding available to see if Colne Town Council are eligible for this and if so, submit an application.

## 12. Planning

To provide the opportunity to comment on Planning Applications lodged in Colne and environs since the last Full Council meeting.

	Application Number	Applicant	Location	Proposal
1	20/0397/FUL	Mr Bryan Wildman	Land to the west of 2, St Andrews Close, Colne	Full: Change of use of land at Knotts Pond, adjacent to 2 Knotts Drive (Plot 1), 4, Knotts Drive (Plot 2) and 8, Knotts Drive (Plot 3) from Public Open Space to residential garden area.  No Comment
2	20/0436/HHO	Mrs Angela Sumner	4, Briercliffe Avenue, Colne	Full: Erection of a part two storey and part single storey rear and side extension.  No Comment
3	20/0401/FUL	Unique Property Company (NW) Ltd	11a, Skelton Street, Colne	Full: Change of use from Storage / Workshop to Barber Shop and replacement of existing shop front.  CTC Comment: Being one of the oldest buildings in Colne, this property is included in the Local Heritage Asset List of our emerging Neighbourhood Plan, and Colne Town Council welcomes the sympathetic renovation proposed. Colne Town Council, however, does <u>not</u> welcome the use in this instance, as to allow another Barber's Shop in this locality would be counter-

				productive to the long- term sustainability of the Town Centre.
4	20/0462/VAR	Mr Edward Dawson	Swanside, Alkincoats Villas, Alkincoats Road, Colne	Full: Variation of Condition: Vary Condition 2 (Plans) of Planning Permission 19/0019/FUL  CTC Comment: Colne Town Council objects to this variation on the grounds that the development is not in keeping with the surrounding properties.
5	20/0174/LBC	Mrs Victoria Pilkington	Edge End Farm, Red Lane, Colne	Listed Building Consent: Install three velux conservation style rooflights to rear extension.  No Comment
6	20/0444/TPO	Mrs Susan Rennie	4, Grenfell Gardens, Colne BB8 9PL	Remove one maple, remove 3 small cherry trees, crown lift 2 alders, remove two suppressed cherries to rear of garden.  Decision noted by Members
7	20/0466/CEA	Mr & Mrs Feeney	3, Clare Avenue, Colne BB8 8LW	Certificate of Lawful Use (S.192 Proposed Development): Demolition of existing single storey lean-to structure and erection of a single storey lean-to rear extension.  CTC Comment: Given that this rear extension is considerably larger than the existing extension (to be removed), Colne Town Council feels that the proposed development should require formal planning permission.
8	20/0493/FUL	Mr Peter Cunningham	Land to the North of Oakfield, Skipton Old Road, Colne	Full: Erection of 2 No. 3 bed dwellings and associated garages, parking and gardens.  CTC Comment: Colne Town Council objects to this development. Access is still a potential problem for the site along an unmade track off Bents Lane. The material palette has improved, as have details, such as

				provisions for bin storage. However, councillors felt that the design of the semi-detached houses is idiosyncratic and unsymmetrical and not wholly in keeping with the vernacular architecture of the Conservation Area.
9	20/0505/HHO	Mr & Mrs Tom Marsden	69, Barrowford Road, Colne	Full: Erection of two storey side extension and two storey rear extension.  CTC Comment: Colne Town Council objects to the proposed development and has concerns over the marred symmetry of it compared with its adjoining property. Overall, the proposed development was felt to be overbearing, including the imposing Juliet Balcony to the rear. The side extension is too wide and an overdevelopment of the site.

Two of the planning decisions were put to a vote as follows:

20/0397/FUL

**Proposed by Cllr. D Clegg**

**Seconded by Cllr. H Thomas**

**For: 8 Against: 4**

**Motion Carried**

20/0462/VAR

**Proposed by Cllr. H Thomas**

**Seconded by Cllr. D Clegg**

**For: 8 Against: 2 Abstentions: 2**

**Motion Carried**

### **13. Correspondence Received**

Details of any correspondence that the Full Council has received that requires presenting or reviewing at Full Council.

*No correspondence requiring Councillors' attention was received.*

### **14. Councillors' Questions**

Questions under this item are for discussion and information only and any debate should be limited to five minutes only.

*It was asked if the Council can still reclaim an allotment if it has been left to degenerate, but the plot holder is still paying the bills.*

*The Town Clerk informed Members that regular site inspections are carried out, and if any plots are looking neglected, a letter is sent giving the plot holder a deadline to bring the plot back to an acceptable standard,*

*otherwise actions will be taken to reclaim the plot. The Town Clerk added that due to the current restrictions with regards to the Coronavirus Pandemic, the Council has been a little more lenient on this as those who have been told to self-isolate and those that are more at risk, may not have been able to attend their Allotment Plots. The Allotments Officer has been regularly visiting the plots and has even done some work on some to tidy them up. If a Councillor receives a complaint of this nature, they should email the Allotments Officer, who will then carry out a site inspection to determine if action needs to be taken.*

*One of the Councillors has been approached by members of the public enquiring about the playground development project, asking what age ranges the equipment will cover and whether they can view the items that have been chosen.*

*The Town Clerk informed Councillors that the different playgrounds will contain equipment suitable for a range of different age groups, from 2 years up to 12 years, but the plans have not yet been released. Work on the playgrounds is due to start the 1<sup>st</sup> week in September and a press release will be sent out then showing the different designs.*

*It was asked if any of the Councillors who had been looking into the issues at Woodheads, knew of anything that was being done to alleviate the situation, as complaints are still being received with regards to the lack of social distancing of the staff, excessive noise and litter, and concerns of intimidation.*

*The Chairman suggested that maybe the Council should write to Lancashire Public Health, as we have already written to Pendle who have stated that this is an environmental health issue.*

*Cllr. S Cockburn-Price stated that she had attended a meeting before lockdown, which the managers of Woodheads and a lady from Environmental Health had also attended and was given direct contact details to report any issues. It was suggested that a letter be sent to the two contacts to see if anything could be done, before it is escalated to Lancashire Public Health.*

***Action: Cllr. E Hurley to send any photos to Cllr. S Cockburn-Price who will then send a letter, cc'ing in relevant parties, to the manager of Woodheads and the lady from Environmental Health, to see if we can encourage a response that will yield positive change.***

## **15. Date & Time of Next Regular Meeting**

The next Full Council meeting is scheduled for Tuesday 15<sup>th</sup> September 2020 at 7.00pm.