



**MINUTES OF A MEETING OF COLNE TOWN COUNCIL**  
**on Tuesday, 20<sup>th</sup> February 2024 at 7 p.m. in the Council Chamber of Colne Town Hall**

***In attendance: Cllr A. Bell, Cllr N. Butterworth, Cllr A. Chamberlain, Cllr D. Clegg, Cllr G. Clegg, Cllr D. Cockburn-Price, Cllr S. Cockburn-Price, Cllr P. Hannah-Wood, Cllr D. Lord, Cllr A. Mann, Cllr M. Moffitt, Cllr I. Robinson, Cllr H. Thomas, and Cllr M. Thomas.***

*Officers: Ms. G. Langley (Town Clerk/RFO) and Mr. N. Cutler (Events, Facilities & Administration Officer)*

*Also in attendance: Mr. Chris Rigby (Healthy Lifestyle Manager & Together on Active Pendle Lead – Pendle Leisure Trust), Cllr A. Sutcliffe (Pendle Central Councillor and Lead Member for Cultural Services and Skills for Lancashire County Council.)*

### **1. Welcome**

The Chairman welcomed all to the February 2024 Full Council meeting of Colne Town Council.

### **2. Apologies**

*Apologies were received from Cllr D. Clamp, Cllr P. Howarth, and Cllr B. Wildman.*

*The Council accepted the apologies received.*

### **3. 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.*

### **4. Minutes**

To approve as a correct record the Minutes of the meeting held on Tuesday, 23<sup>rd</sup> January 2024.

*The Minutes of the meeting held on Tuesday, 23<sup>rd</sup> January were accepted as a true and accurate record.*

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

***Seconded by Cllr I. Robinson***

### **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.*

*At this point in the meeting, the Chairman proposed that Item 16 be brought forward for discussion, due to Mr C. Rigby being in attendance.*

*All Members agreed with this course of action.*

## **6. Reports from the Borough & County Councils**

To receive reports from representatives from the Borough and County Councils on any works / projects being delivered in Colne, who have a total, collectively, of 15 minutes to make their representations to the Council. (Information only)

*The reports provided by Cllr A. Sutcliffe and Cllr S. Cockburn-Price were noted by Members.*

## **7. Finances**

- a) To receive a schedule of payments from 17<sup>th</sup> January to 13<sup>th</sup> February 2024 for approval by the Chairman. (Decision required)

*Following a short discussion, the Schedule of Payments to the value of £89,786.91 was presented to Members and duly signed by the Chairman.*

***Proposed by Cllr P. Hannah-Wood  
Approved by Council.***

***Seconded by Cllr I. Robinson***

- b) To receive a summary of budget, expenditure, and commitments as of 13<sup>th</sup> February 2024. (Decision required)

*Following a short discussion, the Financial Budget Summary was approved by Members.*

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

***Seconded by Cllr H. Thomas***

## **8. CTC Financial Risk Register**

To consider the amendments made to the Town Council's Financial Risk Register as recommended by the Finance, Employment & Services Committee. (Decision required)

*Following a discussion, the presented document was approved by Members.*

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

***Seconded by Cllr P. Hannah-Wood***

## **9. CTC Internal Controls Document**

To review the amendments made to the presented document as recommended by the Finance, Employment & Services Committee. (Decision required)

*Following a short discussion and subject to some minor amendments, the Internal Controls document was approved by Members.*

**Proposed by Cllr A. Bell**  
**Approved by Council.**

**Seconded by Cllr P. Hannah-Wood**

## **10. CTC Complaints Policy**

To review amendments made to this document as recommended by the Finance, Employment & Services Committee. (Decision required)

*Subject to two small amendments, the Complaints Policy was approved by Members.*

**Proposed by Cllr P. Hannah-Wood**  
**Approved by Council.**

**Seconded by Cllr I. Robinson**

## **11. Rental Property – Capital Funding Requirements**

To consider a report from the Town Clerk/RFO regarding the Town Council's capital funding requirements. (Decision required)

*Following a detailed discussion, the recommendations in the report from the Town Clerk/RFO were approved by Members.*

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

**Seconded by Cllr P. Hannah-Wood**

*Item 19 (8) was also discussed at this point in the meeting. Members agreed that the current application was insufficient in detail of the Council's intentions. The plans would need to be amended to scale and there should be consideration of the materials used for both the shop front and the windows. The Heritage Statement should be amended to reference the CNDP and the fact that the property is situated next to a Grade II Listed Building in a Conservation Area.*

**Action: The Deputy Clerk to contact the contractor to arrange for the plans and details to be amended.**

## **12. Equipment Storage**

To receive a report from the Finance, Employment & Services Committee regarding the rental of two units at North Valley Mill. (Decision required)

*Following a brief discussion, authorisation was given for the Town Clerk/RFO and the Chairman of Colne Town Council to sign the relevant leases for the storage units.*

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

**Seconded by Cllr A. Bell**

## **13. CTC Meeting Calendar 2024/25**

To consider the presented meeting schedule for 2024/25. (Decision required)

*The presented document was approved by Members.*

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

**Seconded by Cllr A. Bell**

#### **14. Allotment Allocation Policy**

To consider the amended allocation policy presented, as recommended by the Allotments Committee.

*Subject to a few minor amendments, the Allotment Allocation Policy was approved by Members.*

***Proposed by Cllr I. Robinson  
Approved by Council.***

***Seconded by Cllr P. Hannah-Wood***

#### **15. Allotment Agreement**

To consider the allotment agreement amendments presented, as recommended by the Allotments Committee.

*The Allotment Agreement amendments were approved by Members.*

***Proposed by Cllr P. Hannah-Wood  
Approved by Council.***

***Seconded by Cllr I. Robinson***

#### **16. Beat The Street**

To receive a presentation from the Healthy Lifestyle Manager & Together on Active Pendle Lead at Pendle Leisure Trust regarding bringing this popular community game to Pendle.

*Mr C. Rigby gave a brief synopsis of the game and the resources required to bring the project to Pendle. The Council was informed that out of a total funding requirement of £89,000, £70,000 has already been pledged from various different sources. Mr Rigby stated that the Leisure Trust is seeking a total of £5,000 from Colne Town Council to go towards the project; successful bids for the same amount have already been agreed from Nelson Town Council, Brierfield Town Council and Earby Town Council.*

*Following a lengthy discussion, it was proposed that Colne Town Council allocate £3,000 to the project from next year's budget, subject to the three Parish Councils, i.e. Trawden, Foulridge and Laneshawbridge, funding the remaining £2,000 between them.*

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

***Seconded by Cllr D. Clegg***

#### **17. The Great British Rhythm & Blues Festival 2024**

To receive an update on the progression of the organisation and operational elements for the 2024 Festival.

*The update provided by the Deputy Clerk, Events & Facilities Officer was noted by Members.*

#### **18. Colne Neighbourhood Plan**

To receive an update from either the Town Clerk or the Chairman of the Neighbourhood Plan Advisory Committee on the progress of the Project. (Information only)

*The Chairman of the Neighbourhood Plan Advisory Committee informed Members that the PowerPoint Presentation for the Colne Neighbourhood Plan has now been completed, ready for the relaunch event tomorrow evening.*

*The aim of the event is to encourage different people to join the Advisory Committee, to help present ideas*

from alternative perspectives.

All Councillors are encouraged to attend the event that is being held in the Council Chamber of Colne Town Hall from 6.00 p.m. to 8.00 p.m.

Members are also encouraged to share the Town Council's post on social media.

## 19. **Planning**

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

	<b>Application Number</b>	<b>Applicant</b>	<b>Location</b>	<b>Proposal</b>
1	24/0052/RTD	Mr Grant McEwan	Colne Commercial Centre	Prior Approval Notification: Conversion of a building into 14 no. 1 bedroom flats (Use Class C3)  <b>CTC Comment: Colne Town Council welcomes this application to bring this building back into use.</b>
2	24/0010/FUL	AGRN Child Services	29 New Market Street, Colne	Full: Change of use from retail to a family assessment centre (Use Class C2)  Already commented on last month.
3	24/0024/FUL	Ken Deary	Albert House, 22 Albert Road, Colne	Full: Erection of a rear extension to residential home  <b>CTC Comment: No comment.</b>
4	24/0043/CEA	G Whiteoak	Pine Garth Farm Coal Pit Lane Colne	Certificate of Lawful Use (S.192 Proposed Development): Change of use and conversion of an agricultural building to 2 no. dwellings.  <b>CTC Comment: The Town Council would have objected to the original application and does not particularly like this.</b>
5	24/0061/FUL	The Borough of Pendle	Gib Hill, Gib Hill Road, Nelson	Full (Major): Change of use of open land to a designated local nature reserve.  <b>CTC Comment: Colne Town Council welcomes this application.</b>
6	24/0084/FUL	Mr Tom Friar	15 Skipton Road, Colne	Full: Alterations to shopfront including upgrading of existing front windows, door and fascia board  <b>CTC Comment: No comment.</b>

7	24/0082/TCA (for information only)	David Choyce	Archway House, Knotts Lane, Colne	Fell two Ash trees and cut back a Goat Willow within a Conservation Area.  CTC Comment: No comment.
8	24/0021/FUL (for information only)	Mr Darren Harrison	2 Albert Road, Colne	Full: Raising roof height of rear extension with rendering, replacement of flat/pitched roof to flat roof and replacement of shop front with new timber framing.  Not for comment
9	24/0106/TCA	Bill Reynolds	2 Higher Standroyd, Bent Lane, Colne	T1 Willow, reduce all around by 25% to keep the canopy to a reasonable size for the garden it affects.  CTC Comment: No comment.
10	23/0799/FUL (Previous application made invalid. Application validated again with an altered red edge)	Miss Pia Vinther	Land to the North West of West Lynn, Barrowford Rd, Colne	Full: Change of use from agricultural to mixed use to retain a stable and feed store.  CTC Comment: No comment.

Whilst the application for the designation of the Gib Hill Nature Reserve was being discussed, Ref: 24/0061/FUL, the Town Clerk/RFO took the opportunity to confirm the Councillors who would like to be a part of the Friends Group that will be created to help run the reserve.

The following Councillors were put forward:

Cllr S. Cockburn-Price  
Cllr P. Hannah-Wood  
Cllr I. Robinson  
Cllr B. Wildman

**Action: For the Town Clerk/RFO to send details over to Pendle Borough Council.**

At this point in the meeting Cllr P. Hannah-Wood proposed to waive standing order 3w, to allow the remaining items on the agenda to be discussed.

All Members approved this course of action.

## **20. Correspondence Received**

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

- Colne BID Newsletter  
*Following a short update and an introduction to the new interactive map of Colne, the newsletter was noted by Members.*
- CYAG Newsletter  
*Following a brief synopsis of recent events, the CYAG Newsletter was noted by Members.*
- Inspire Pendle – Request for room space.  
*Following a discussion it was proposed that Officers try to obtain some more details from the group as to how much space would be required and how often. It was agreed that we could only rent the space during normal office hours, and a fee would need to be charged.*

***Action: The Deputy Clerk to contact the charity to obtain more detailed information.***

## **21. Items for a future month's Agenda**

Points raised under this item are for information only, any debate should be limited to five minutes only and to consider them for the agenda for a future month.

- Request from Elisha House

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

The next Full Council meeting is scheduled for Tuesday, 19<sup>th</sup> March at 7.00 p.m.

This meeting concluded at 9.45 p.m.