



MINUTES OF A MEETING OF COLNE TOWN COUNCIL
on Tuesday, 17th March 2026 at 7 p.m. in the Council Chamber of Colne Town Hall

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

Officers: Mr. N. Cutler (Deputy Clerk, Events, Facilities & Administration Officer) and Rebecca Cavanagh (Administration Assistant)

Others in attendance: Cllr A. Sutcliffe

1. Welcome

The Chairman welcomed all to the March 2026 Full Council meeting of Colne Town Council.

2. Apologies

Apologies were received from Ms. G. Langley (Town Clerk/RFO), Cllr D. Lord 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 17th February 2026.

The Minutes of the meeting held on Tuesday 17th February were accepted as a true and accurate record.

Proposed by Cllr D. Cockburn-Price

Seconded by Cllr P. Hannah-Wood

Approved by Council.

5. Clerk's Update

To receive an update from the Town Clerk/RFO on any ongoing projects that are not an agenda item for this meeting.

In the absence of the Clerk/RFO, no updates were received or noted.

6. 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 members of the public were present at this point in the meeting; therefore, no issues were raised.

7. 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)

Cllr D. Cockburn-Price gave a brief overview of the written report provided. It was suggested that an article should be put together for Treasure our Town and published in the next newsletter.

It was requested by Cllr I. Robinson that any future amendments to fingerposts should include mileage to locations.

Action: For the Media and Communications Officer to draft an article for Treasure our Town in the next newsletter.

8. Exclusion of the Public

To determine during which items, if any, the public are to be excluded from the meeting. Such an exclusion would need to be on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972 (Decision required).

It was proposed that Item 23 on the agenda be monitored and moved to a private session if required, due to the sensitive nature of the items being discussed. If any members of the public should be present at the time of discussion of these items, they will be asked to leave the meeting.

Proposed by Cllr D. Clegg
Approved by Council.

Seconded by Cllr I. Robinson

9. Finances

a) To receive a schedule of payments from 11th February to 5th March 2026 for approval by the Chairman. (Decision required)

Following a short discussion, the Schedule of Payments to the value of £79,374.31 was presented to Members and duly signed by the Chairman.

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

Seconded by Cllr H. Thomas

b) To receive a summary of budget, expenditure, and commitments as at 5th March 2026. (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

10. CTC Financial Risk Register

To consider the document presented for 2026-27, as recommended by the Finance, Employment & Services (FES) Committee. (Decision required)

Following a brief discussion, the documents presented required further deliberation. Due to the absence of the Town Clerk, it was agreed to defer this item to the next Full Council Meeting.

All Members agreed with this course of action.

11. Internal Controls Document

To consider the document presented, as recommended by the FES Committee. (Decision required)

Following a short discussion and subject to a few amendments, the presented documents were approved by Members.

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

Seconded by Cllr D. Clegg

12. Reserves & Treasury Management

To consider the proposed document for 2026-27, as recommended by the FES Committee. (Decision required)

Cllr D. Cockburn-Price suggested several amendments to the Policy. The changes have been noted for inclusion, however it was agreed that the Town Clerk/RFO should consult with Cllr D. Cockburn-Price for further clarification before the final version is produced.

Action: For the Town Clerk/RFO to consult with Cllr D. Cockburn-Price and amend the document.

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

Seconded by Cllr D. Clegg

13. CTC Publication Scheme

To consider the proposed document for adoption by the Council. (Decision required)

Following a brief discussion and subject to a minor amendment, the documents presented were approved by Members.

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

Seconded by Cllr I. Robinson

14. Colne Annual Parish Meeting

To discuss the arrangements for the Annual Parish Meeting to be held in May 2026.

It was suggested and agreed to invite Colne Community groups to the Annual Parish Meeting and advertise the event in the Council Newsletter.

Members agreed the following date and time for the Colne Annual Parish Meeting.

Colne Annual Parish Meeting - Wednesday 13th May 2026 – 6pm

15. Colne In Bloom

To receive an update from the Chairman of Colne In Bloom on the work that the Charity has been undertaking this month.

The presented report was noted by Members.

16. Colne Junior Council

To receive an update on the proceedings of the last Junior Council meeting. (Information only)

Cllr S. Cockburn-Price provided a brief overview of the Junior Council. It was noted that as the meeting had not been held at the Town Hall a detailed report is not available.

17. The Great British Rhythm & Blues Festival 2026

To receive an update on the progression of the organisation and operational elements for the 2026 Festival.

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

18. Colne Neighbourhood Plan

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

An update was provided by Cllr S.Cockburn-Price and noted by members.

Cllr P. Hannah-Wood highlighted that an accessibility policy is required in the Neighbourhood Plan, noting that wheelchair and elderly accessibility is not currently available throughout Colne. Cllr S.Cockburn-Price agreed to seek further advice on this matter and provide an update to Cllr P. Hannah-Wood.

Cllr I. Robinson requested that Doughty and Pattern street be viewed to assess if they could be designated as a Special Character area within the Colne Conservation Area, specifically due to the historic cobbles on the streets. Cllr S. Cockburn-Price has agreed to visit and assess the location.

19. 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	26/0126/HHO	Mr & Mrs M. Pratt	90 Castle Road Colne	Full: Erection of a front porch, single storey rear extension, extension of patio area, alterations to land levels including erection of a retaining wall. CTC Comment: No Comment.
2	26/0090/LHE	Mrs Sajida Parveen	26 Judge Fields Colne, BB8 9RX	Permitted Development Notification (Larger Home Extension): Erection of a single storey pitched roof rear extension (6.00m length, 3.50m height and 2.50m eaves height). CTC Comment: No Comment.

3	26/0131/FUL	Mrs Cunningham	Primet Primary School Tatton Street Colne	Full: Replacement of existing perimeter fencing and gates. CTC Comment: Objection The removal of the railings would be detrimental to the local heritage and would diminish the character of the school and the Colne area. Members suggest an alternative: Installing the required new perimeter fencing on the interior side of the existing boundary, thereby leaving the historic railings in place.
4	26/0042/LBC	Dr Cassandra Crawford	Langroyd Hall Farm Langroyd Road Colne	Listed Building Consent: Insertion of 4 no. structural beams to support the existing roof structure. CTC Comment: No Comment.
5	26/0106/FUL	R Hargrave	3 Church Street Colne	Full: Part replacement of existing shop front glazing, installation of balustrade to front roof edge and replacement windows CTC Comment: No Comment.
6	26/0107/ADV	R Hargrave	3 Church Street Colne	Advertisement Consent: Display of 2 no. illuminated fascia signs and 1 no. illuminated projecting sign. CTC Comment: No Comment.

Members expressed concerns regarding the future of the existing building under application 26/0106/FUL. It was resolved that the Town Clerk/RFO will write a formal letter to the applicant, on behalf of Colne Town Council. This letter will outline the council's concerns.

Action: For the Town Clerk/RFO to write a formal letter to Marsden Building Society.

20. Correspondence Received

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

The request for the Community Wildflower Project was presented, Cllr A. Mann suggested that Mr Neil Bailey could be covered under the Waterside Public Liability Insurance. It was agreed that Cllr A. Mann and S. Cockburn-Price would investigate and resolve this matter.

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. Points raised will be considered for inclusion as an agenda item at a future meeting.

Town Centre - Richmond Court.

Seating: A request was made for a bench near the tree. The Deputy Clerk, Events, Facilities & Administration Officer will investigate relocating a bench that is currently out of service.

Plastic barrier: A concern had been raised to one of the Councillors by a member of the public regarding the barrier near the Chemist. Cllr A. Sutcliffe noted it was a temporary measure to prevent parking but has remained for two and a half years and is considered an eyesore. It was requested that the barrier be removed and the pavement be reinstalled.

Action: For the Town Clerk/RFO to write to Lancashire County Council requesting the removal of the barrier and the reinstatement of the pavement.

Proposed by Cllr A. Mann
Approved by Council.

Seconded by Cllr P. Hannah-Wood

22. Date & Time of Next Regular Meeting

The next Full Council meeting is scheduled for Tuesday, 21st April at 6:30 p.m.

Exclusion of the Public

23. Private Item: Update on Pride-In-Place Funding

Following a detailed discussion regarding the Town Council's preferred project list, it was resolved to:

1. Remove two projects from the list presented and transfer their respective values to the contingency.
2. Reduce the cost for the project at the War Memorial, and,
3. Add in two additional projects, as discussed at this meeting.

Proposed by Cllr A. Bell
Approved by Council.

Seconded by Cllr P. Hannah-Wood

Action: For the Deputy Clerk to send the amended list to the Chief Executive Officer and Leader of Pendle Borough Council.

This meeting concluded at 9 p.m.