Longridge
Town Council

Full Council - Agenda

To the Mayor and Members of Longridge Town Council, you are summoned to attend a meeting of the Town Council on Wednesday 9 September 2026 at 18:30 in the Council Offices, Station Buildings, Berry Lane, Longridge.

Welcome by the Chair.

1. **Apologies for Absence**
   To receive apologies for absence.

2. **Declarations of interests.**
   To receive declarations of pecuniary and non-pecuniary interests for items on the agenda.

3. **Public Participation.**
   This 15-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

4. **Minutes of the Previous Meetings**
   1. To approve as a correct record the minutes of the Full Council meeting held on 8 July 2026.
   2. To approve as a correct record the minutes of the Extraordinary Full Council meeting held on 5 August 2026.

5. **Mayor's Announcements / Chair's Report**
   To receive an update from the mayor on engagements since the last meeting.

ITEMS for DECISION/DISCUSSION

6. **Finance Report**
   Report of the Clerk (enclosed), to receive the latest Finance Report including bank reconciliations, budget monitoring, and approval of payments (if any).

7. **Fire Alarm Panel and Devices**
   Report of the Clerk (enclosed), to upgrade the fire alarm control panel, detection and alarm devices to an addressable open protocol fire alarm system.

8. Terms of Reference: Working Groups and Committees.

Report of the Clerk (enclosed), to consider and agree the Terms of Reference for the Council's working groups and committees for the 2026/27 civic year.

a. Mayoral Ball Working Group – Terms of Reference. To agree the Terms of Reference for the Working Group, noting the two meetings held to date.
b. Finance Committee – Terms of Reference. To review and confirm the Terms of Reference for the 2026/27 civic year.
   Noting the Committee membership of Cllrs. Gornall (Chair), Smith (Vice Chair), Rogerson, Eccles and Stubbs.
c. Staffing Committee – Terms of Reference. To review and confirm the Terms of Reference for the 2026/27 civic year.
   Noting the Committee membership of Cllrs. Eccles (Chair), Wallbank (Vice Chair) Gornall, Jameson and Spencer.

9. Community Garden – Update and Drainage

Report of Cllr. Walker (enclosed), to consider and approve expenditure to improve the drainage on the Community Garden.

ITEMS for INFORMATION/DISCUSSION

10. Transfer of Assets from Ribble Valley Borough Council

To receive an update on progress since the report to Full Council of 8 July 2026.

Verbal update from Cllrs. Walker and Jameson. Based on a meeting held with RVBC's Adam Allen (Director of Community Services) on September 7.

11. Local Government Reorganisation Update.

Report of the Clerk (enclosed), to receive an update on the progress of local government reorganisation in Lancashire and its implications for the Town Council.

12. Longridge Community Hospital Update.

Report of the Clerk (enclosed), to receive an update on the current status of the Longridge Community Hospital.

13. Mayoral Charity Ball

Report of the Clerk (enclosed), to receive an update on preparations for the Mayoral Ball on 10 October 2026 at Longridge Golf Club, in aid of Kidney Research UK and Men's Shed.

14. Event Space - Towneley Garden

To receive an update from the Chair of the Event Space WG.

14a Supplemntary Agenda Item. Submitted by Cllr. Hyde

15. Consideration of matters not on the agenda.

An opportunity for members and the Clerk to suggest items for future meetings.

16. Future Meetings.

To confirm the date of the next Full Council meetings.

2026: 14 October, 11 November 9 December.

2027: 13 January, 10 February, 10 March.

Recording of meetings:

This meeting may be recorded by Longridge Town Council to support the production of accurate minutes. Only a written transcript is generated, no voice recording is retained. The transcript is deleted once the minutes are approved. Anyone who has concerns about being recorded should raise this with the Clerk before speaking.

Note: *This agenda and supporting papers are available on the Council's website and at the Council Offices. Members requiring further information on any item should contact the Town Clerk.*

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

Longridge Town Council
Council Offices
The Station Building
Berry Lane
Longridge
PR3 3JP

Longridge Town Council

clerk@longridge-tc.gov.uk
01772 782461
07495 473 845
www.longridge-tc.gov.uk

Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

Agenda Item 4

Longridge
Town Council

Full Council – Draft Minutes

Meeting Date:	**08 July 2026**
Place:	Station Buildings, Berry Lane, Longridge.
Present:	Councillors: R. Walker, (Chair), L. Jameson, P. Smith, J. Rogerson, M. Gornall, N. Eccles, N. Stubbs, A. Wallbank, K. Spencer and M. Gee
In attendance:	Town Clerk, and one member of the public.
Meeting started:	18:30 **Meeting closed:** 19:40

260708/

WELCOME BY THE CHAIR.

The Chair (Cllr. Walker), welcomed everyone to the meeting.

1. **APOLOGIES FOR ABSENCE.**

Apologies were received Cllrs. Ray and Hyde.

2. **DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION.**

None.

3. **PUBLIC PARTICIPATION.**

No members of the public were present.

4. **APPROVE THE MINUTES OF THE MEETING HELD ON 10 JUNE 2026.**

RESOLVED:

The minutes of the meeting held on 8 July 2026 were approved with 2 minor amendments:

- Agenda Item 1. Members agreed that first names **could** (not should) be used in the conduct of meetings.
- Agenda Item 2. A conflict of interest was noted in relation to Agenda Item 13 where it was reported that a Councillor’s spouse had submitted a quotation, this quotation was for printing (not installation).

5. **MAYOR'S ANNOUNCEMENTS / CHAIR'S REPORT**

The Chair reported on events attended since the last Full Council meeting which included attending:

- Long Field Day - (13 June)
- Ribble Valley Solemn Mass at Stonyhurst College - (14 June)
- Raising of the Armed Forces flag at Clitheroe Castle - (22 June)
- Longridge Band Summer Proms – (4 July)
- Berry Lane Primary School with the Clerk. (8 July)

6. FINANCE REPORT

The Clerk and Cllr. Gornall (Chair of the Finance Committee) presented the Finance Report.

Two budget coding queries were noted:

- Plants purchased to fill the planters located on Stone Bridge (£231) had been coded to a line with no allocated budget rather than to line items with a budget allocated for example Longridge in Bloom (budget code 720) and the Longridge Loop (budget code 870); the Clerk was asked to reallocate this expenditure.
- Spend against the Hygiene and Cleaning budget (code 615) stood at nearly 50% of the £5,000 annual budget after two months, explained as a carryover of invoices from the previous year rather than overspend.

RESOLVED:

a. Members agreed both that the above matters were coding/tidying exercises rather than budgetary concerns.
b. That the Finance Report and the accounts to date be approved.

7. POLICY ON THE PLACING OF PLAQUES ON COUNCIL-OWNED BENCHES.

Members considered the revised policy, renamed to reflect its focus on plaques rather than benches. The following amendments were agreed:

- A cap of three plaques per bench was set (a cap of two would have placed two existing benches immediately in breach).
- No adornments of any kind are to be permitted on or around benches; the plaque is the only permitted addition.
- The Council reserves the right to remove any unauthorised item left on or around a bench without notice.
- The section on purchasing additional benches was amended so that the Council will review requests, rather than committing to purchase.
- The clause permitting a £100 charge for plaque replacement where damage is not attributable to the Council was removed in full; the Council will meet replacement costs and rely on insurance in cases of vandalism.

RESOLVED:

That the amended policy for placing memorial plaques on Council owned benches be adopted, published, and that affected families be notified of the changes.

8. STANDING ORDERS AND FINANCIAL REGULATIONS

Members considered adoption of the latest NALC (2026) model Standing Orders and Financial Regulations. Key changes from the Council's current provisions were noted:

- Speeches limited to 5 minutes (previously 10 minutes)
- Public participation session capped at 15 minutes (previously 30 minutes)
- Meeting duration capped at 2 hours (previously 2.5 hours), though a vote to extend remains available.
- Members agreed these limits should be treated as guidelines, with the Chair retaining discretion to extend in all cases. The Council's existing constitutional limit of one nominated speaker per group per item remains unchanged.

RESOLVED:

That the 2026 NALC model Standing Orders and Financial Regulations be adopted.

9. RIBBLE VALLEY ASSET TRANSFER

The Clerk set out the once-in-a-generation opportunity, ahead of local government reorganisation, to express interest in assets currently held by RVBC. The deadline to express interest falls at the end of July, and with no Full Council meeting in August, a decision was required at this meeting.

Members discussed the following points:

- A future Council will inherit whatever assets are taken on; the current Council should not seek to limit the options available to it.
- The precept would likely need to increase significantly should all assets transfer.
- Managing the full range of assets with current staffing levels would be a challenge; a future extraordinary meeting could be called if required.

RESOLVED:

That the Council express interest in all assets currently held by RVBC, including car parks, the youth club, the over-60s club, and any other revenue-generating assets, and that the Clerk write to Ribble Valley Borough Council to this effect by the end of July.

10. LOCAL GOVERNMENT REORGANISATION AND OTHER UPDATES

The Clerk reported that nothing had yet been confirmed on **LGR**, with an announcement expected around Tuesday 16 July. Ribble Valley's eventual grouping (likely with Preston/Lancaster) is expected to be confirmed, but no further detail is yet available.

On the **Longridge Community Hospital campaign**, concern was raised that the £8m refurbishment estimate may be inflated. A further meeting with the ICB has been arranged for 4 August in the Council's Conference Room.

Members noted that Ribble Valley's five-year housing land supply is estimated at approximately 3.47 years, potentially below the 3.5-year threshold. Falling below this threshold gives developers greater precedence over council planning decisions and increases the risk of large, non-affordable housing developments being approved on appeal. Members were urged to bear this in mind when any Longridge planning applications come forward.

RESOLVED:

The updates were noted by members.

11. WORKING GROUPS, COMMUNITY EVENTS, AND ANY OTHER BUSINESS

- **Community garden:** clearance work from the Community Payback Group resumes this Sunday.
- **Longridge Loop**: wording being finalised for the Interpretation Boards. All other street furniture has been delivered
- **Longridge Show (Saturday):** the Council will have a stall and a rota was agreed in outline.

  The Clerk to confirm volunteer numbers with show organisers for wristbands.
- **Code of Conduct training:** the Clerk to check the date of the next RVBC session and circulate details.
- **Mayoral Charity Event**: to be held on 10 October; the Chair is coordinating a Working Group and invited volunteers to email him directly.

The dates of future meetings were confirmed as follows:

2026: 9 September, 14 October, 11 November, 9 December.

2027: 13 January, 10 February, 10 March.

Note: An extraordinary meeting may be called if required by the asset transfer process or to confirm appointment of contractor for Towneley Garden.

Signed: Chair of the Council

Date:

Longridge Town Council
Council Offices
The Station Building
Berry Lane
Longridge
PR3 3JP

Longridge Town Council

clerk@longridge-tc.gov.uk
01772 782461
07495 473 845
www.longridge-tc.gov.uk

Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

Agenda Item 4a

Longridge Town Council

Full Council – Draft Minutes

Meeting Date:	**05 August 2026**
Place:	Station Buildings, Berry Lane, Longridge.
Present:	Councillors: R. Walker, (Chair), P. Smith, J. Rogerson, M. Gornall, N. Eccles, N. Stubbs, A. Wallbank, K. Spencer, C. Hyde and M. Gee
In attendance:	Town Clerk.
Meeting started:	18:00 · **Meeting closed:** 18:04

260805/

WELCOME BY THE CHAIR.

The Chair (Cllr. Walker), welcomed everyone to the meeting.

1 **APOLOGIES FOR ABSENCE.**

Apologies were received Cllrs. Ray and Jameson.

2 **DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION.**

None.

3 **PUBLIC PARTICIPATION.**

No members of the public were present.

4 **PURPOSE OF THE MEETING**

The Extraordinary Meeting of Full Council was convened to consider the recommendation of the Event Space Working Group and Finance Committee regarding the award of the contract for the Towneley Garden Event Space project, and to resolve the appointment of a contractor.

5 **TENDER OVERVIEW**

- Five bidders responded to the invitation to tender.
- All five bidders were assessed as compliant with the insurance, health and safety, and experience requirements set out in the tender.
- As all bidders had submitted quotations against the same schedule of quantities, the tenders were directly comparable and the decision came down to price.

6 RECOMMENDATION

The working group and Finance Committee recommended the appointment of John Wade Construction Ltd. (Wades) as the preferred contractor, on the following basis that Wades was the lowest-cost bidder by a significant margin.

7 SCOPE AND BUDGET

- The recommendation was to approve the core tendered options together with the additional quoted options.
- The total contract value, inclusive of the additional options, is £64,461 excluding VAT.
- The approved budget is sufficient to cover all groundwork and preparation works, together with the planting and landscaping works.

8 DISCUSSION

Members noted that the recommendation had already been considered and discussed at both the Event Space Working Group (28 July 2026) and Finance Committee (29 July 2026) prior to this meeting. No further material objections were raised in respect of the evaluation or the recommended contractor.

9 RESOLVED

That the Council appoint John Wade Construction Ltd. as the contractor for the Towneley Garden Event Space project, including the additional quoted options, at a total contract value of £64,461 excluding VAT.

The proposal was put to a vote and was unanimously passed on a show of hands.

Signed as a correct record:

Chair: Date:

Agenda Item 6

LONGRIDGE TOWN COUNCIL

Report For Decision

Meeting:	Full Council
Meeting Date:	9th September 2026
Report Title:	Finance Report
Submitted by:	Clerk and Responsible Financial Officer

Purpose of Report

To update members on the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

Recommendations

1. Approve the Finance Report and the accounts to date.
2. Approve the Schedule of Payments if any.

Workbook Contents

Payments	Schedule of payments that require Council approval
Receipts	Income for 2026-27
Expenditure	Net Expenditure by category 2026-27
Bank Summary	Banking summary – Unity Trust and NatWest accounts
NatWest Accounts	NatWest reserve account balances

Summary: The Council has approximately £148,369 in available funds, excluding restricted Mayoral funds. Income received to date is ahead of the general budget, while overall expenditure remains below the annual budget. The Council remains in a sound and stable financial position. A significant proportion of expenditure relates to specific projects and grant-funded works. There are sufficient reserves and funds available to meet the Council's planned commitments.

LONGRIDGE TOWN COUNCIL — Schedule of Payments

For approval at Full Council Meeting — 09 September 2026

#	Ref.	Payee	Description	Gross £	VAT £	Net £	Due Date	Date Paid
1	None							
2								
			TOTAL	£0.00	£0.00	£0.00		

Note: Approval is not usually sought for expenditure already approved by Full Council, the Finance Committee, Direct Debits, or where the Council has a contractual relationship.

LONGRIDGE TOWN COUNCIL — Income including grants 2026-27

1 April 2026 to 31 March 2027 | version 24-08-2026

Code	Income Source	Actual £ (Apr–Aug)	Remaining to Receive £	Budget Income £	Notes
200	Precept	£106,410.00	£0.00	£106,410.00	Received 08-04-2026
260	Allotment Rent	£436.80	£0.00	£436.80	£72.80 received March 2026
205	RVBC and LCC Grants	£1,000.00	£2,000.00	£3,000.00	UKSPF grant for CCTV
255	UK SPF Grants	£21,597.00	£29,990.00	£21,597.00	Kestor Lane Recreational Ground Entrance received. Remaining balance due for playground/gym equipment
003	Bank Interest – NatWest	£0.00	£500.00	£500.00	
220	Petty Cash	£0.00	£0.00	£0.00	
290	Room Hire (Lettings)	£2,120.00	£1,420.00	£3,540.00	
295	Café Rent	£3,535.00	£4,949.00	£8,484.00	
296	Utilities Contributions	£5,663.00	£2,437.00	£8,100.00	£2,244.16 for 2025/26 Apr-Jun invoice due by 31st July 2026
486	Mayoral Fundraising (inc. Bingo)	£3,196.75	£0.00	0	Not part of the general budget
298	Funds transfer from NatWest reserves	£40,000.00	£0.00	£0.00	Finance Committee Minutes 22nd April 2026 Point 9c. Resolved: **That the Chair and the Clerk be authorised to determine the specific sums to be transferred and to execute the transfers accordingly.**
230	Unity Savings account interest	£357.29	£0.00	£0.00	
220	Overpayment	£90.00	£0.00	£0.00	SY Maint.
	TOTAL	**£184,405.84**	**£41,296.00**	**£152,067.80**	

LONGRIDGE TOWN COUNCIL — Expenditure 2026-27

Actual and Projected | 1 April 2026 – 31 March 2027 | Version: 24/08/2026

Community Purse

Code	Description	2026/27 Budget	2026/27 Actual (Apr–Aug)	Variance vs Budget
450	Youth Council	£0	£0	£0
460	Allotments (incl. RVBC lease payment)	£100	£700	£600
470	Civic Events incl. Remembrance Services	£5,500	£220	£5,280
471	Chauffeur 2026/27	£200	£0	£200
471	Chauffeur 2025/26	£0	£1,540.00	£1,540
479	Mayoral Allowance 2026/27	£600	£0	£600
480	Mayoral Allowance 2025/26	£0	£90	£90
485	Mayor Fundraising	£0	£348.00	£348
500	Christmas Trees and Tree Lights	£500	£0	£500
490	Community Partnership	£0	£0	£0
510	Grants and Donations	£10,000	£978	£9,022
520	Community Sponsorship	£10,000	£1,000	£9,000
	Sub-Total: Community Purse	**£26,900**	**£4,876**	**£22,024**

£700 = new allotment fence

£1,540 relates to work undertaken in 2025-26

£348 2025/26.
Not part of general budget

£750 part of £1,000 donation
Bank from the 2025/26 grant

£1000 sponsorship of GLAS community marquee

Amenity and Asset Maintenance

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
530	Public Toilets (Towneley Gardens)	£0	£0	£0
415	Plants and Planters (purchases)	£0	£0	0
420	Gardening Services (labour)	£2,400	£585	£1,815
410	Tree Works	£0	£0	£0
440	Caretaker/Lengthsman Services (labour)	£6,240	£1,044	£5,196
550	Play Area and Skatepark	£750	£360	£390
570	Litter and Waste Disposal – RVBC	£6,500	£952.00	£5,548
390	Asset Purchase	£0	£0	£0
395	Asset Replace and Refurbish	£100	£19	£81
540	Maintenance of Open Space and Misc.	£0	£0	£0
560	Station Buildings (Maintenance Purchases)	£0	£0	£0
580	Defibrillators and Bleed Kits	£630	£0	£630
	Sub-Total: Amenity and Asset Maintenance	**£16,620**	**£2,960**	**£13,660**

Tiles and adhesive for staff toilets

Insurance, Banking and Professional Services

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
350	Insurance	£3,300	£3,323	£23
355	Bank Charges	£160	£51	£109
590	Memberships and Subscriptions	£1,425	£1,016	£409
600	Professional Services	£250	£120	£130
365	Auditor	£250	£250	£0
	Sub-Total: Insurance, Banking & Prof. Services	**£5,385**	**£4,760**	**£625**

Station Building Maintenance and Cleaning

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
610/615	Hygiene and Cleaning	£5,000	£3,329	£1,671
620	Security Alarm System	£380	£0	£380
630	Fire Alarm	£100	£294	£194
640	General Maintenance – External Contractors	£1,000	£272	£728
650	CCTV	£0	£1,200	£1,200
660	IT Support	£200	£120	£80
	Sub-Total: Station Building Maint. and Cleaning	**£6,680**	**£5,215**	**£1,465**

Some 2025/26 prior-year costs were paid in 2026/27

Supply + fit replacement call points.

£1,000 claimed back from RVBC grant
Receipts line 205

Miscellaneous Expenses

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
670	Post, Stationery and Print Consumables	£300	£0	£300
680	Attendance at Conferences	£50	£0	£50
690	Councillor Expenses	£100	£26	£74
	Sub-Total: Miscellaneous Expenses	**£450**	**£26**	**£424**

Office

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
700	Furniture	£100	£320	£220
710	Equipment	£100	£0	£100
	Sub-Total: Office	**£200**	**£320**	**£120**

Specific Projects

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget	
720	Longridge in Bloom	£1,500	£1,068	£432	
730	Rental – Festive Lights	£3,960	£0	£3,960	
740	Community Well-Being Garden	£500	£53	£447	
745	LHCT Refurbishment	£6,000	£4,507	£1,493	Earmarked Reserves
746	Commando Sockets	£3,850	£0	£3,850	
747	Planters - Longridge in Bloom	£1,000	£0	£1,000	
850	Playground/Gym Equipment Grant	£0	£29,990	£29,990	Grant pending
860	Kestor Lane Entrance UKSPFGrant	£40,000	£21,597	£18,403	Grant recieved
870	Longridge Loop (s106)	£3,536	£366	£3,170	Grants/S106 funds available but not yet
	Sub-Total: Specific Projects	**£60,346**	**£57,581**	**£2,765**	

claimed.

Staff Costs

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
300	Clerk Salary (net)	£39,314	£11,440	£27,874
301	Deputy Clerk Salary (net)	£4,314	£1,433	£2,881
302	HMRC	£7,572	£4,994	£2,578
315	Staff Training	£600	£160	£440
310	Expenses and Additional Remunerations	£0	£0	£0
305	Payroll Costs	£560	£0	£560
	Sub-Total: Staff Costs	**£52,360**	**£18,027**	**£34,333**

£160 = Cllr. Eccles GDPR
£20. Depty Clerk ILCA

Telephone and Internet

Code	Description	2026/27 Budget	2026/27 Actual £ (Apr–July)	Variance vs Budget
750	Telephone – Landline	£700	£417.00	£283
760	Telephone – Mobile	£450	£167.00	£283
770	Website, Web and Email Services	£1,251	£444.00	£807
780	IT and Wi-Fi Equipment	£100	£314	£214
	Sub-Total: Telephone and Internet	**£2,501**	**£1,342**	**£1,159**

£148. Security cameras in Clerk's Office

Utilities

Code	Description	2026/27 Budget	2026/27 Actual (Apr–July)	Variance vs Budget
790	Electricity	£12,000	£2,524	£9,476
800	Gas	£1,500	£668	£832
810	Water and Waste	£3,000	£1,419	£1,581
	Sub-Total: Utilities	**£16,500**	**£4,611**	**£11,889**
	Budget TOTAL	**£144,406**	**£99,718.91**	**£88,223**
	Total with approved grants and S106 funds included:	£187,942.18		

Note:
The 10 December 2025 Full Council Meeting agreed a budget of £133,556 for 2026/27 and identified £10,850 as Earmarked Reserves (£6,000 for LHCT refurbish, £3,850 for Commando Sockets and £1,000 for planters).

LONGRIDGE TOWN COUNCIL — Bank Summary

Summary as at 24-08-2026

Accounting System (Unity Trust Current Accounts)

Balance carried forward 1 April 2026:	**£25,584.51**
Add: Total receipts to date:	£254,423.44
Less: Total payments to date:	£182,449.00
Accounting System balance at 24 August 2026:	**£97,558.95**

Total receipts also includes:
£70,000 transfered from Unity Current to Unity Savings accounts.
£40,000 transfered from NatWest to Unity Trust Current Account.

Unity Trust Bank at 24 August 2026

Current Account - Balance	**£27,201.66**
32 Day Notice Savings Account - Balance	**£70,357.29**
Total	**£97,558.95**
Less: Mayoral Funds:	£3,196.75
Unity balance (excl. Mayoral Funds) at 20 07 2026:	**£94,362.20**

NatWest Accounts

NatWest Reserve balance at 1 May 2026 (latest statements):	£54,006.55

Total Available Funds

Total Available Funds (Unity excl. Mayoral + NatWest):	**£148,368.75**

LONGRIDGE TOWN COUNCIL — NatWest Accounts

Account Balances — 2026/27

NatWest Account No. 1

Balance carried forward 1 April 2025:	**£88,202.46**	
Balance 31 October 2025:	£68,684.92	
Balance 1 May 2026:	**£49,006.55**	*Latest Bank Statement*

Since 30 April, £40,000 has been withdrawn from NatWest and deposited into the Unity Trust Current Account

NatWest Account No. 2

Balance carried forward 1 April 2025:	**£5,000.00**	
Balance 1 May 2026:	**£5,000.00**	*Latest Bank Statement*

Combined NatWest Reserve Total

Combined NatWest balance (latest statements):	**£54,006.55**	

Agenda Item 7

For Discussion/Decision

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	9 September 2026
Title:	Replacement of the Station Building Fire Alarm Panel, Detection and Alarm Device
Submitted by:	Clerk and Responsible Financial Officer
Status:	For Decision

1. Purpose of Report

To ask Members to consider and approve expenditure for the replacement of the fire alarm control panel, detection and alarm devices at the Station Building with a new open protocol fire alarm system.

2. Reason for Referral Direct to Full Council

This report is brought directly to Full Council, rather than in the first instance to the Estates Committee, because of the urgency of the matter. The fire alarm control panel is currently faulted and beyond economic repair, and officers consider that a decision on replacement should not wait for the next scheduled committee cycle.

3. Background.

The Station Building's existing fire alarm system was installed when the building opened in April 2011 and is now over 15 years old. The detection and alarm devices within the system carry a manufacturer guarantee of 10 years, and a number of devices are now beginning to fail in service.

The current control panel is displaying a fault condition and has been assessed as beyond economic repair. As the panel is central to the operation of the whole system, this presents an immediate risk to the reliability of fire detection and warning within the building.

The system currently in place comprises the following devices:

Device Type	Quantity
Heat sensors	4
Optical smoke sensor	1
Optical heat sensors with integral sounder and LED	8
Manual call points	4
Discrete ceiling sounders	2

It is recommended that the replacement system is specified to an open protocol standard. This avoids tying the Council to a single manufacturer for future maintenance, servicing and device replacement, and gives greater flexibility and competition when sourcing ongoing support.

4. Options Considered

Two quotations have been obtained for the full replacement of the control panel, detection and alarm devices. Members should note that only one of the two quotations meets the Council's objective of an open protocol system:

	Protec	Maxi Fire
Quotation (ex VAT)	£6,586.00	£2,870.00
Devices specified	Manufacturer-matched devices	Generic (non-proprietary) devices
System Type	Closed protocol	Open protocol

- Protec — £6,586.00 (ex VAT): a proprietary (closed protocol) system, using devices matched to the panel manufacturer's own range.
- Maxi Fire — £2,870.00 (ex VAT): an open protocol system, specifying generic, non-proprietary devices.

The Protec quotation would tie the Council to a single manufacturer for future maintenance, servicing and device replacement, which does not meet an objective of moving to an open protocol system. The Maxi Fire quotation is the only one of the two that meets this objective, and is also the lower-cost option. It is therefore recommended that Members accept the Maxi Fire quotation, at £2,870.00 (ex VAT), as best meeting the Council's requirements and representing the best value for money.

5. Risk Implications

The Council has a statutory duty under the Regulatory Reform (Fire Safety) Order 2005 to ensure adequate fire detection and warning arrangements are maintained in the Station Building. An unrepairable control panel and ageing, failing detection devices represent a current and ongoing fire safety risk, and delay in remedying this increases the Council's exposure to that risk, including possible implications for the building's insurance cover. This is considered an urgent matter that should not be deferred beyond this meeting.

6. Financial Implications

No budget has currently been allocated for this expenditure. The recommended quotation, from Maxi Fire, is £2,870.00 excluding VAT (VAT is recoverable by the Council). Members are asked to approve this as unbudgeted expenditure and to identify the funding source, for example by way of a virement from an underspent budget heading or a transfer from reserves. The Council's Financial Regulations should be reviewed to confirm whether a third quotation is ordinarily required for expenditure at this level. Given the urgency arising from the unrepairable control panel and the fire safety risk set out at Section 5, Members may wish to proceed on the basis of the two quotations obtained rather than incur further delay in seeking a third.

7. Recommendations

Members are recommended to:

a. Note that the Station Building Fire Alarm control panel is beyond economic repair and that the detection and alarm devices are beyond their manufacturer-guaranteed working life, representing a fire safety risk requiring urgent remedial action, and note that this is the reason the report is brought directly to Full Council.

b. Approve expenditure of £2,870.00 (excluding VAT) for the replacement of the Station Building Fire Alarm panel, detection and alarm devices with a new open protocol fire alarm system, on the basis of the lowest of the two quotations received, from Maxi Fire.

c. Note that no budget is currently allocated for this expenditure, and approve it as unbudgeted spend, with the funding source to be confirmed by way of virement or a transfer from reserves.

d. Authorise the Town Clerk and RFO to instruct Maxi Fire to proceed with the works and to confirm and apply the appropriate funding source.

Agenda Item 8

For Discussion/Decision

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	9 September 2026
Title:	Approval of Terms of Reference — Mayoral Ball Working Group, Finance Committee and Staffing Committee
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

This report asks Members to formally approve the Terms of Reference for the Mayoral Ball Working Group, the Town Council's Finance Committee, and Staffing Committee.

2. Mayoral Ball Working Group

- The Woking Group approved its Terms of Reference at is meeting on 11 August 2026
- Cllr. Robert Walker was elected Chair of the Working Group.

Members are asked to approve the Terms of Reference for the Mayoral Ball Working Group as approved by the Working Group on 11 August 2026.

3. Finance Committee

- The Finance Committee approved its Terms of Reference at its meeting on 3 June 2026.
- Cllr. Mark Gornall was elected Chair of the Committee.
- Cllr. Philip Smith was elected Vice-Chair of the Committee.

Members are asked to approve the Terms of Reference for the Finance Committee, as approved by the Committee itself on 3 June 2026 and to note the election of Cllr. Gornall as Chair and Cllr. Smith as Vice-Chair.

4. Staffing Committee

- The Staffing Committee approved its Terms of Reference at its meeting on 22 July 2026.
- Cllr. Natalie Eccles was elected Chair of the Committee.
- Cllr. Andrew Wallbank was elected Vice-Chair of the Committee.

Members are asked to approve the Terms of Reference for the Staffing Committee, as approved by the Committee itself on 22 July 2026, and to note the election of Cllr. Eccles as Chair and Cllr. Wallbank as Vice-Chair.

5. Recommendation

Council is recommended to:

a. Approve the Terms of Reference for the Mayoral Ball Working Group as approved by the Working Group on 11 August 2026 (Appendix 1) and
b. Approve the Terms of Reference for the Staffing Committee, as approved by the Committee on 22 July 2026 (Appendix 2) and
c. Approve the Terms of Reference for the Finance Committee, as approved by the Committee on 3 June 2026 (Appendix 3).

Longridge Town Council

Appendix 1

Mayoral Charity Ball Working Group – Terms of Reference

Adopted by:	Working Group - Full Council – date to be inserted
Review date:	On completion of the event (November 2026), or sooner if required

1. Name

The Mayoral Charity Ball Working Group ("the Working Group").

2. Purpose

To consider and make recommendations to Full Council on all aspects of the planning and delivery of the Mayor's Charity Ball, to be held on Saturday 10 October 2026 at Longridge Golf Club, and to oversee delivery of agreed actions between meetings.

3. Status

The Working Group is advisory and has no delegated decision-making powers. It reports to and makes recommendations to Full Council. Any decision with budgetary implications, or requiring the Council to enter into a contract, must be referred to Finance Committee and/or Full Council for approval before being actioned.

4. Membership

- Up to three members of Full Council.
- The Town Clerk (or nominated Deputy) to attend in an advisory and administrative capacity.
- The Working Group may co-opt non-Council volunteers or seek input from local businesses and organisations as needed, subject to Full Council agreement.

5. Chair and Vice-Chair

A Chair and Vice-Chair are to be appointed by the Working Group from among its members at its first meeting, and will hold office for the duration of the project, concluding with post-event reporting to Full Council.

6. Meetings and Quorum

- The Working Group will meet as required to progress the project, with a schedule of meetings agreed at the first meeting.
- Quorum is [three] members with at least two Council members.
- Meetings will be minuted by the Clerk or Deputy Clerk, with minutes reported to the next available Full Council meeting.

7. Scope of Responsibilities

- Event format, theme and programme for the evening.
- Selection of beneficiary charity/charities.
- Draft budget and ticket pricing, for recommendation to Finance Committee.
- Sponsorship approaches and sponsorship packages.
- Entertainment, decorations and venue arrangements.
- Auction, raffle and any associated licensing requirements.

- Marketing, publicity and ticket sales.
- Guest list and invitations.
- Project timeline, milestones and allocation of responsibilities among members.

8. Budget and Financial Governance

The Working Group will develop a draft budget for recommendation to Finance Committee. No expenditure may be committed, and no contracts entered into, without the necessary approval in accordance with the Council's Financial Regulations. All income (including ticket sales and sponsorship) will be received and accounted for through the Council's normal financial procedures.

9. Reporting

The Working Group will report progress to Full Council at each ordinary meeting during the life of the project, and will provide a final report following the event, including financial outcomes and the sum raised for the beneficiary charity/charities.

10. Duration

The Working Group is established for the duration of the project and will stand down automatically following delivery of its final report to Full Council after the event, unless Full Council resolves otherwise.

Appendix 2

For Information

Staffing Committee

Terms of Reference

Adopted: 1 June 2026
Committee: Full Council
Chair: Cllr. R. Walker
Minute Ref.: 260610/10a

The policy is administered by the Town Clerk and will be reviewed annually. Next review 2027

Longridge Town Council
Council Offices
The Station Building
Berry Lane
Longridge
PR3 3JP

Longridge Town Council

clerk@longridge-tc.gov.uk
01772 782461
07495 473 845
www.longridge-tc.gov.uk

Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

Objectives of the Committee

The Staffing Committee is established by Longridge Town Council to oversee all matters relating to the council's employees, ensuring effective management of human resources in compliance with employment law, council policies, and best practices. The committee aims to support a fair, transparent, and productive working environment for all staff while aligning with the council's strategic objectives

1. MEMBERSHIP

- **Composition:** The Staffing Committee shall consist of five (5) elected members of Longridge Town Council, appointed annually at the Annual Meeting of the Council, plus the Town Clerk. For 2026/27 the elected members are Cllrs. Eccles, Gornall, Jameson, Spencer and Wallbank.
- **Chair and Vice Chair**: The Committee shall elect a Chair and Vice Chair at its first meeting following the Annual Meeting. The Chair and Vice Chair will serve for one year and may be re-elected.
- **Quorum:** The quorum for meetings shall be three (3) members.
- **Ex-Officio Members**: The Mayor and Deputy Mayor may attend as ex-officio members but shall not have voting rights unless formally appointed to the committee.
- **Co-option:** The committee may co-opt non-council members with relevant expertise (e.g., HR professionals) in an advisory, non-voting capacity, subject to council approval.

2. RESPONSIBILITIES

The Staffing Committee is responsible for:

- **Recruitment and Selection:** Overseeing the recruitment process for all council staff, including job descriptions, advertisements, interviews, and appointment recommendations to the full council.
- **Employment Policies:** Developing, reviewing, and recommending updates to employment-related policies (e.g., grievance, disciplinary, absence, equality, and health and safety) for council approval.
- **Performance Management:** Monitoring staff performance, including appraisals, training needs, and professional development, ensuring alignment with council objectives.
- **Terms and Conditions:** Reviewing and recommending changes to staff contracts, pay scales, and conditions of service, in line with national guidelines (e.g., National Joint Council for Local Government Services).
- **Staff Welfare:** Promoting staff well-being, including addressing workplace concerns, health and safety issues, and work-life balance initiatives.

- **Disciplinary and Grievance Procedures**: Handling disciplinary, grievance, and capability matters in accordance with council policies and legal requirements, ensuring confidentiality and impartiality.
- **Confidential Matters**: Managing sensitive staffing issues, including disputes, redundancies, or dismissals, and making recommendations to the full council where necessary.
- **Compliance:** Ensuring all staffing practices comply with UK employment law, including equality, diversity, and inclusion obligations.
- **Budget:** Preparing and recommending the staffing budget to the Finance Committee, including salary costs, training, and recruitment expenses.
- **Reporting:** Providing regular updates to the full council on staffing matters, maintaining confidentiality where appropriate.

3. POWERS

The committee has delegated authority to make decisions on day-to-day staffing matters, including recruitment, training, and minor policy updates, subject to budgetary limits set by the council.

Major decisions, such as staff appointments, dismissals, significant policy changes, or salary adjustments, shall be recommended to the full council for approval.

The committee may engage external HR or legal advisors, subject to council approval and budget availability.

4. MEETINGS

- **Frequency:** The committee shall meet at least quarterly, with additional meetings as required to address urgent matters.
- **Notice:** Meetings shall be convened with at least three (3) clear working days' notice, except in emergencies.
- **Agenda and Minutes:** Agendas and supporting documents shall be circulated to committee members at least three (3) days in advance. Minutes shall be recorded and presented to the next full council meeting, with confidential items redacted as necessary.
- **Confidentiality:** Meetings may be held in closed session when discussing sensitive staffing matters, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

5. REPORTING AND ACCOUNTABILITY

The committee shall report to the full council at least annually, summarising its activities, decisions, and recommendations.

The committee is accountable to the full council and must operate within the council's Standing Orders, Financial Regulations, and legal framework.

If the Town Clerk is not present at a meeting, the Chair shall ensure that all committee decisions are recorded and communicated appropriately to the Town Clerk for implementation.

6. REVIEW OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed annually at the Annual Meeting of Longridge Town Council or as required by changes in legislation or council priorities.

Amendments to the Terms of Reference must be approved by the full council.

7. DISSOLUTION

The Staffing Committee may be dissolved by resolution of the full council if it is deemed no longer necessary, with its responsibilities reverting to the full council or another committee.

Appendix 3

For Information

Finance Committee Terms of Reference

Adopted: 03 June 2026
Chair: Cllr.
Minute Ref.: 26/06/03/7

The policy is administered by the Town Clerk and will be reviewed annually.

Longridge Town Council
Council Offices
The Station Building
Berry Lane
Longridge
PR3 3JP

Longridge Town Council

clerk@longridge-tc.gov.uk
01772 782461
07495 473 845
www.longridge-tc.gov.uk

Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

OBJECTIVES OF THE COMMITTEE

The Finance Committee is constituted as a Standing Committee of the Full Council and is appointed to consider and make decisions on matters relating to grants, the Council's annual budget and other financial matters.

1. The Committee is appointed at the Annual Meeting of the Town Council each May.
2. The Committee has 5 (five) Councillors plus Mayor and Deputy Mayor (if required) plus Town Clerk to the Council.
3. The Committee will elect a Chairman and Vice Chairman at its first meeting.
4. The quorum for a meeting will be a minimum of 3 (three) Councillors.
5. The Committee may, if it wishes co-opt councillors from other committees to attend meetings for quorum requirements.
6. The Committee will meet monthly (or as required), with a minimum of three days clear notice given.
7. The Town Clerk will produce an agenda and minutes for each meeting.
8. All correspondence should be conducted through the Town Clerk.
9. **Rights, Powers and Responsibilities:**
    - The Committee will authorise grants up to the value of £1,000 each.
    - Assess and recommend to the Full Council grant applications over the value of £1,000
    - Assess the financial needs of the Council in relation to Budget setting and the Council's Annual Precept.
    - Oversee financial audits.
    - Approve Finance Reports.
    - Authorise certain matters relating the Annual Governance and Accountability Return (AGAR).
10. The Terms of Reference will be reviewed annually.

Agenda Item 9

For Discussion/Decision

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	9 September 2026
Title:	Community Garden Drainage Improvement Works
Submitted by:	Cllr. Walker
Status:	For Decision

1. Purpose of the Report

To ask Members to consider and approve further expenditure to improve drainage at the Community Garden.

2. Background

Since July 2025 the plot of land has been leased (for 5 years) to the Town Council from LCC.

Drainage at the Community Garden has been a recurring problem for many years. The land on which the Community Garden sits falls within the drainage responsibility of Lancashire County Council (LCC), as the relevant highways/land drainage authority. LCC has previously been approached about the issue and has stated that it does not consider there to be a problem with drainage at or affecting the site.

A budget of £500.00 was allocated for the Community Garden for the current financial year, and this has already been spent in full on clearing the ground at the site. This clearance work has improved surface drainage to some extent, but has not resolved the underlying problem, and standing water/waterlogging continues to affect parts of the site.

In view of LCC's position that no problem exists, and the practical impact the ongoing drainage issue continues to have on the usability of the Community Garden, Cllr. Walker considers it appropriate to bring forward a proposal for the Council to fund further improvement works itself, notwithstanding that the underlying responsibility for land drainage rests with LCC.

3. Proposal

Now that the plot has been cleared and graded, the recent heavy rain has made the problem clearer. Barclay Road is responsible for nearly all the water on the footpath, with only a small amount coming from the plot—though water is still pooling in the bottom corner, indicating that some work is clearly needed. The trench, which has been in place for many years, is now overgrown and would benefit from an upgrade to provide a permanent, future-proof solution.

It is therefore proposed that further drainage improvement works are carried out, building on the ground-clearance already completed, to further improve surface water management at the site. Options may include installation of soakaways, French drains, or similar surface water management measures, to be confirmed following further investigation and quotation.

Quotations for this further work have not yet been obtained. As the Community Garden budget for the year has already been spent in full, any further works would be unbudgeted expenditure. It is recommended that Members approve funding in principle, subject to a funding source being identified, and authorise the Town Clerk to obtain quotations and report back to Council with costed proposals before works are instructed.

4. Risk Implications

As LCC, the responsible drainage authority, does not accept that a problem exists, the Council has no assurance that LCC will carry out or fund any remedial works. Should the Council proceed with its own works, this should not be taken as an acceptance by the Council of responsibility for land drainage at the site, and the position with LCC should continue to be pursued separately. There remains a risk that further works funded by the Council may not fully resolve the underlying drainage issue if its cause lies outside the boundary of the Community Garden itself.

5. Financial Implications

The £500 budget allocated to the Community Garden for the current financial year has already been spent in full on ground clearance. No budget therefore remains for further drainage improvement works, and any expenditure on such works would be unbudgeted. Members are asked to approve this as unbudgeted expenditure and to identify the funding source, for example by way of a virement from another budget heading or a transfer from reserves, to be confirmed by the RFO. The RFO will report back to Council with costed proposals once quotations have been obtained.

6. Recommendation

Members are recommended to:

a. Note that drainage at the Community Garden has been a long-standing issue, that responsibility for land drainage rests with Lancashire County Council, and that LCC has stated it does not consider there to be a problem.

b. Note that the £500 budget allocated to the Community Garden for the current financial year has already been spent in full on ground clearance, which has improved but not fully resolved drainage at the site, and that no budget remains for further works.

c. Approve, in principle, further expenditure on drainage improvement works at the site as unbudgeted spend, with the funding source to be confirmed by the RFO by way of virement or a transfer from reserves.

d. Authorise the Town Clerk and RFO to obtain quotations for the further works and to report back to Council with costed proposals before works are instructed.

Agenda Item 10
For Information

Longridge Town Council

Meeting:	Full Council
Meeting Date:	9 September 2026
Title:	RVBC Asset Transfer — Progress Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

This report provides Members with an update on progress with the transfer of RVBC owned parish assets to Longridge Town Council (LTC), following the officer report considered by Full Council on 8 July 2026.

2. Meeting with RVBC — 7 September 2026

a. The Town Clerk, Cllr. Robert Walker and Cllr. Lee Jameson met with Adam Allen, RVBC's Director of Community Services, on 7 September 2026 to discuss the asset transfer.

b. The meeting provided an opportunity to review progress against the RVBC-owned parish assets identified in the July report and to discuss next steps with RVBC directly.

c. The discussion also took place against the backdrop of Local Government Reorganisation (elsewhere on this agenda), which has a bearing on the timescale within which RVBC is able to progress the transfer.

Note: a verbal update on the meeting with Adam Allen will be provided at the meeting.

3. Context — Local Government Reorganisation

Members are asked to note that RVBC will cease to exist as a principal authority on 1 April 2028, when it will be succeeded by the new North Lancashire unitary council. This gives added importance to progressing the asset transfer with RVBC directly, ahead of any transition to the new authority.

4. Next Steps

Officers will continue to correspond with Adam Allen and RVBC's Community Services team to progress the transfer of the identified assets.

A further update will be brought to Full Council once substantive progress has been made or a response is received from RVBC on the matters discussed on 7 September 2026.

5. Recommendation

Council is recommended to note the report.

Agenda Item 11
For Information

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	9 September 2026
Title:	Local Government Reorganisation — Update on Progress and Implications for RVBC and Longridge Town Council
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

This report updates Members on progress with Local Government Reorganisation (LGR) in Lancashire since the last update to Full Council on 8 July 2026, and sets out the implications of the Government's decision for RVBC and for Longridge Town Council (LTC).

2. National and Regional Position

- On 16 July 2026 the Government announced its decision on the pattern of unitary local government for Lancashire, confirming that four new unitary councils will be created to replace all 15 existing county, district and borough councils.
- RVBC will form part of a new unitary authority together with Preston City Council and Lancaster City Council, covering the area currently referred to as "North Lancashire". The three councils have proposed the name "Lancaster, Preston & Ribble Valley Council", though this has not yet been formally confirmed.
- The other three new authorities will cover: Fylde, Wyre and Blackpool; Blackburn with Darwen, Hyndburn, Rossendale, Pendle and Burnley; and Chorley, South Ribble and West Lancashire.
- The decision is subject to Parliamentary approval. Shadow elections for the new unitary councils are expected in May 2027, with the new authorities formally taking on all local government functions from 1 April 2028.
- Until 1 April 2028, RVBC and Lancashire County Council continue to operate as normal, with no immediate change to how services are delivered or accessed.

3. Implications for RVBC

- RVBC will cease to exist as a principal authority on 1 April 2028, with its functions, assets, staff and liabilities transferring to the new unitary council.
- RVBC will need to work through 2026 and 2027 alongside Preston and Lancaster to establish shadow arrangements, agree the new council's structure, and prepare for the transfer of services.
- This timetable has a direct bearing on RVBC's capacity to progress matters with LTC in the interim, including the ongoing asset transfer of RVBC-owned parish assets (report considered by Full Council on 8 July 2026).

4. Implications for Longridge Town Council

- LTC's status as a town council is unaffected by reorganisation; the Council will continue to operate as the parish tier of local government under the new unitary authority from 1 April 2028.
- The identity of LTC's principal authority will change from RVBC to the new North Lancashire unitary council, altering existing working relationships, funding routes (including UKSPF/Jubilee Fund arrangements) and escalation contacts.
- Continuing to progress the RVBC asset transfer and other outstanding matters with RVBC ahead of 1 April 2028 remains a priority, to avoid these becoming unresolved at the point of transfer to the new authority.
- LTC has an opportunity, alongside other Lancashire parish and town councils, to engage with Preston and Lancaster City Councils as they develop shadow arrangements over the coming months.

5. Recommendations

a. Council is recommended to note the report.

b. Request the Clerk to reconvene the Working Group previously setup to review Local Government Reorganisation,

Agenda Item 12
For Information

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	9 September 2026
Title:	Longridge Community Hospital – Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of Report

This report updates Members on the Longridge Community Hospital Campaign, which has been a standing item for Councillor updates since Full Council resolved, at its Annual Meeting on 13 May 2026, to formally pledge its support to the campaign.

2. Background

- The inpatient ward at Longridge Community Hospital was reduced from 15 beds to five in early 2025 due to fire safety concerns, and the remaining five beds were closed in November 2025 following further inspection findings.
- Inpatient care has since been provided on a temporary basis at Longridge@Cuerden, a 15-bed ward at Chorley Hospital, which opened on 28 December 2025.
- The Help Save Longridge Community Hospital campaign group has continued to press NHS Lancashire and South Cumbria Integrated Care Board (ICB) and Lancashire and South Cumbria NHS Foundation Trust (LSCFT) for a full reopening of the inpatient ward at Longridge, including the reinstatement of all 15 beds.
- At its Annual Meeting on 13 May 2026, Full Council resolved to formally pledge its support to the campaign, authorised the Mayor to act as the Council's official representative at public meetings on the matter, and agreed that the campaign would remain a standing item for Councillor updates.

3. Developments Since the 8 July 2026 Update

- On 8 July 2026, Ribble Valley MP Maya Ellis presented a petition of more than 3,000 signatures to Parliament calling on the Government to direct the ICB to commit to a full reopening of the hospital and to provide a clear timeline for resolving the outstanding fire safety concerns.
- The following Parish Councils have confirmed their support to the Campaign Group: Chipping, Dutton, Goosnargh, Thornley with Wheatley and Whittingham.
- In response to questions from the campaign group about the evidence underlying the previously cited £8 million repair estimate, the ICB has stated that no decision on permanent changes to services is expected imminently, and that a full options appraisal process is likely to take two to three years, working with LSCFT and NHS Property Services.
- Some of the hospital's outpatient clinics and other community services continue to operate as normal.

4. Community Action Board Technical Meeting — 4 August 2026

A technical meeting of the Community Action Board was held at the Town Council offices on 4 August 2026, bringing together the campaign group, NHS Property Services (NHSPS), the ICB, LSCFT and independent technical advisers (a fire engineer and a quantity surveyor) to examine the fire safety evidence base and cost estimates underlying the closure decision. The Clerk attended in his capacity as Town Clerk. The key points of that meeting are summarised below.

Fire safety findings:

No fire strategy currently exists for the building, and NHSPS confirmed that one must be commissioned before patient dependency classification, evacuation analysis and lift requirements can properly be determined; this is estimated to cost £8,000–£10,000.

- An intrusive survey identified longstanding compartmentation failures, including metal stud partitions offering at best 30 minutes' fire resistance and fire dampers that were missing, incorrectly installed or unmaintained.
- The building has likely never fully complied with the relevant Health Technical Memorandum guidance (HTM 81, superseded in 2015 by HTM 05-02/03), and required annual invasive compartmentation inspections had not been carried out.

Cost estimates and feasibility options:

- A figure of £8 million has been cited by NHSPS for a full strip-out and rebuild to current standards, including increased bed capacity and two new lifts; the campaign group's technical advisers challenged this figure for not separating code-required works from improvement works.
- An alternative estimate of approximately £3 million was cited for like-for-like remediation to meet current fire safety regulations, excluding lift provision. No capital has yet been confirmed by the ICB.
- A feasibility study covering five refurbishment/rebuild options is underway; closure of the hospital was confirmed as an option that is not being actively considered.
- It was also established that the building's flat roof was designed to carry an additional floor (approximately 15 further beds), with footings reportedly already in place — a possibility not previously known to NHSPS and not currently included in any option under consideration.

Next steps:

- The Campaign Group are holding another protest on Saturday 5 September outside the Council Offices.
- Two working groups have been established to progress matters between full Community Action Board meetings: a Technical Working Group (led by the campaign group's fire engineer, covering the site survey, structural report review, fire damper remediation and commissioning of the fire strategy) and a Consultation Working Group (led by the ICB's Director of Communications and Engagement, covering community consultation on desired services).
- A tracked action list was agreed, covering fire damper remediation, the structural engineer's report, a site inspection, confirmation of the future patient profile, and an itemised cost breakdown separating code-required from improvement works, with actions due chiefly through August and September 2026.

5. The Council's Ongoing Role

The Clerk will attend meetings as invited as the Council's representative and continue to bring updates to Full Council as further developments arise, including on the outcome of the ICB's options appraisal process referred to in Section 3 and the Technical and Consultation Working Groups' progress referred to in Section 4.

6. Recommendation

Council is recommended to note the report.

Agenda Item 13

For Information

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	9 September 2026
Title:	Mayoral Charity Ball – Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

To update Members on progress with planning for the Mayoral Charity Ball.

2. Background

The Mayoral Charity Ball will take place on 10 October 2026 at Longridge Golf Club, in aid of Kidney Research UK and Men's Shed (80/20 split). A Working Group, chaired by Cllr. Robert Walker, has been overseeing planning and delivery of the event.

3. Update

- The Mayoral Ball Working Group has now met three times, with the most recent meeting on 1 September 2026.
- Planning and formal documentation for the event continue to progress.
- The Clerk will provide an update on numbers attending at the Full Council meeting.

4. Recommendation

That Members note the update.

Agenda Item 14

For Information

Longridge Town Council

Meeting:	Full Council
Meeting Date:	9 September 2026
Title:	Towneley Garden Event Space – Update

1. Purpose

To update Members on progress with the licence and occupation arrangements for the Towneley Garden Event Space, following approval by Ribble Valley Borough Council (RVBC).

2. Background

Members will recall that the Towneley Garden Event Space is being delivered under procurement approved at the Full Council Meeting on 5 August 2026 with the construction contract awarded to John Wade Construction Ltd.

3. Updates

The RVBC's Community and Service Committee meeting held on 25 August 2026, approved the recommendations set out below:

a. To approve in principle RVBC entering into a licence to occupy with Longridge Town Council for the construction period, with agreement of this delegated to the Director of Community Services in consultation with the Chair of Committee; and

b. To approve in principle RVBC entering into an agreement with Longridge Town Council for the future occupation, liability and maintenance of the event space, with agreement of this similarly delegated to the Director of Community Services in consultation with the Chair of Committee.

Other Updates:

a. The Clerk has also asked Adam Allen to ensure RVBC's Legal Team look to provide a licence for LTC to hold events on the space, for example a Christmas Market, where music may be played and market traders may be selling food and alcohol.

b. The matter of ownership of Towneley Garden will be discussed with Adam Allen, Director of Community Services at RVBC, at the 7 September 2026 meeting.

c. Construction on site is due to start in early September 2026 with a three-week delivery schedule.

d. The Event Space Working Group is now considering arrangements for the planting spaces, and the best methods to inform residents on what is being delivered.

4. Recommendation

That Members note the update.

Agenda Item 14a
For Information

Longridge
Town Council

Meeting:	**Full Council**
Meeting Date:	9 September 2026
Title:	Supplementary Agenda Items: Notice from Cllr. C. Hyde

1. Introduction

Cllr Clare Hyde has given notice requesting that the following items be added to the agenda for the Full Council meeting to be held on 9 September 2026. The items are set out below as submitted, together with relevant procedural notes for members' attention.

The matter of issuing supplementary items falls within the timeframe allocated in Standing Orders for the issuing of agendas.

2. Review of Estates Committee Decision: Use of Glyphosate on Hard Surfaces

2.1 Background

At its meeting on 19 May 2026, the Estates Committee resolved to maintain the current targeted use of glyphosate on hard surfaces as a means of weed control.

2.2 Request

Having attended a Use of Pesticide Briefing for Councillors, particularly focussing on the toxicology of glyphosate, I would like the Estates Committee to re- assess its decision to continue using pesticides.

2.3 Note on Standing Orders

Members are asked to note the Council's Standing Orders regarding the rescission of resolutions, which provide that a resolution shall not be reversed within six months of the date it was made except by a special motion, the written notice of which must be signed by at least 7 councillors.

The Chair may advise members whether this item may proceed as a substantive review or debate only, or whether a special motion procedure would need to be followed to formally rescind or vary the 19 May 2026 resolution.

3. Financial Investment in Longridge and Developer Accountability

a. Cllr. Hyde has requested that considering the perceived disparate financial investment in Clitheroe vs Longridge by RVBC, how might the Town Council be more pro-active in pursuing the investment the Town Council receives from RVBC to deliver the improvements the Town requires?

b. For those members who also sit on the RVBC Planning Committee, how they ensure that RVBC officers check that commitments made by developers — for example tree planting, delivering play areas and other planning obligations — are actually delivered.

4. Recommendation

a. That members consider the items raised for discussion under Cllr Hyde's notice.

b. That, in respect of Item 1, members note the Standing Order reference and signatory threshold for a special motion.

Submitted by: Cllr Clare Hyde
Compiled for agenda by: Michael Hill, Town Clerk and RFO