



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 8 October 2025 at 19:00 in the Council Offices, Station Buildings, Berry Lane, Longridge.

1. Welcome by the Chair.

2. To receive apologies.

3. Declarations of interests.

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

4. To consider and approve the minutes of the 10 September 2025, Town Council Meeting.

5. Public Participation.

This 30-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.

ITEMS for DECISION/DISCUSSION

6. Financial Matters.

Report of the Clerk (enclosed), for members to approve the:

- Accounts to date.
- Schedule of Payments as set out in the Report.

7. Grant requests.

Report of the Clerk for members to consider a grant request from Longridge Girl Guides for £5,000 to re-roof a timber building and to re-consider a grant request from the Longridge School of Samba.

8. Heritage Centre Lease.

Report of the Clerk enclosed, to consider minor amendments to the lease approved at the 10 September Council Meeting.

9. Towneley Garden – £90,000 grant to part fund an event space.

Report of the Clerk enclosed for members to consider the terms that will be set out in a Grant Agreement and whether it still wishes to proceed with the Towneley Garden, Event Space project.

ITEMS for INFORMATION/DISCUSSION**10. Mayoral Ball – Update**

Report of the Clerk (enclosed), updating members on the Mayoral Ball.

11. Planning Applications.

Report of the Clerk (enclosed), for members to consider planning matters since the last meeting.

12. Update on Actions from Previous Meetings.

Report of the Clerk (enclosed), to update members on actions from recent Full Council meetings.

13. Ribble Valley Shared Prosperity and Jubilee Fund - Update

Report of the Clerk (enclosed), updating members on the latest situation.

14. Community Garden - Update.

Report of the Clerk (enclosed), updating members on the latest situation.

15. Local Government Devolution.

Report of the Clerk (enclosed), to update members on matters relating to Local Government Devolution and how it might impact Longridge Town Council.

16. Transfer of Assets to the Town Council

Report of the Clerk (enclosed), to update members on matters relating to the transfer of assets to the Town Council.

17. Councillor Reports/Updates.

Reports (if any) and verbal updates.

18. Future Meetings.

2025: 12 November and 10 December.

2026: 14 January, 11 February and 11 March.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.



Longridge

Town Council

Full Council – Draft Minutes

Date:	10 September 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), R. Walker, D. Jackson, N. Eccles, N. Stubbs, A. Wallbank, S. Rainford, P. Smith and D. Hindle. Cllr. Mark Gornall joined the meeting after Agenda Item 9.		
In attendance:	Town Clerk and five members of the public.		
Comments:			
Meeting started:	19:00	Meeting closed:	20:38

250910/

1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson) welcomed everyone to the meeting, and provided an update on the recent Mayoral duties that had been carried out and noted he would be attending the first anniversary of the Longridge Men's Shed and would be in attendance at the Soap Box Derby on 14 September.

2. APOLOGIES FOR ABSENCE.

Members accepted apologies from Town Councillors Spencer and Rogerson and County Councillor Duxbury.

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

- Cllr. Rainford declared an Interest in matters involving the Longridge Band (Agenda item 15).
- Cllr. Gornall declared an interest in Agenda Item 10 and left the meeting when it was discussed.

4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 9 JULY 2025.

The minutes of the meeting held on 9 July 2025 were agreed as correct records and signed by the Chair.

5. PUBLIC PARTICIPATION.

Three members of the public requested the Town Council to facilitate the installation of a No Entry sign at the entrance to Towneley Road, which is often mistakenly used by HGVs who have to navigate a reversal when they get to the end of the road. This reversing has damaged the road which is about to be resurfaced.

6. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date.

RESOLVED THAT COUNCIL:

Approve the accounts to date.

7. COMMUNITY GARDEN LEASE – APPROVAL AND EXECUTION OF LEGAL DEEDS.

The Clerk submitted a report updating members on the Community Garden Lease and the steps required to sign the lease.

RESOLVED THAT COUNCIL:

- a. Approve the signing of the Lease as shown in Appendix 1 of the report.
- b. Note Appendix 2 (Notice and Declaration) of the report that set out the exclusion of security of tenure.
- c. Confirm as set out in the Council's Standing Orders that any two Town Councillors can sign on behalf of the Council any deed required by law.
- d. Nominate Cllr. Jameson and Rainford to sign the necessary legal documents, with Cllr. Walker in reserve.

8. HERITAGE CENTRE LEASE - APPROVAL AND EXECUTION OF LEGAL DEEDS.

The Clerk submitted a report updating members on the Heritage Centre Lease and the steps required to sign the lease.

RESOLVED THAT COUNCIL:

- a. Approve the signing of the Lease as shown in Appendix 1 of the report.
- b. Confirm as set out in the Council's Standing Orders that any two Town Councillors can sign on behalf of the Council any deed required by law.
- c. Nominate Cllr. Jackson and Smith sign the necessary legal documents.

9. CO-OPTION OF A TOWN COUNCILOR

The Clerk submitted a report requesting members to consider an application from a Longridge resident to become a Town Councillor. The meeting was adjourned while the nominee addressed the Council.

RESOLVED THAT COUNCIL:

- a. Unanimously approve the co-option of Mark Gornall as a member of Longridge Town Council.
- b. Authorise the Clerk to inform RVBC of the new appointment and submit the required paperwork.

Note: Mark signed the Acceptance of Office Form which was countersigned by the Town Clerk and joined the meeting as a Town Councillor.

10. GRANT REQUESTS

The Clerk submitted a report requesting members to consider grant requests from:

- Longridge Heritage Centre Trust to upgrade their ageing ICT equipment.
- Longridge School of Samba to replace aging equipment.
- Love Longridge Limited for renting portable toilet facilities and hiring 2 x large skips for Soap Box Derby.

RESOLVED THAT COUNCIL:

- a. Approve the grant request from Longridge Heritage Centre for ICT equipment.
- b. Approve the grant request from Love Longridge for toilet facilities and skip hire.
- c. Authorise the Clerk to request additional information from Longridge School of Samba.

11. HALLOWEEN COMPETITION

The Clerk submitted a report requesting members to consider donating a prize to a Halloween Competition being organised by Pendle Hill Properties.

RESOLVED THAT COUNCIL:

- a. Approve the purchase of a £100 children's gift voucher.
- b. Ask the Clerk to inform the competition organisers that the Town Council would prefer the judging be carried out at the Town Council Offices and that the mayor will require at least 10-days' notice of the judging date.

12. MAYORAL BALL - UPDATE.

The Clerk submitted a report updating members on the arrangements for the Mayoral Ball.

RESOLVED THAT COUNCIL:

- a. Note the Report
- b. Request members who cannot attend the Mayoral Ball to provide a raffle prize.

13. PLANNING MATTERS

The Clerk submitted a report requesting members to consider planning matters since the last meeting.

RESOLVED THAT COUNCIL:

Note the Report and comments submitted to RVBC since the last Full Council meeting.

14. UPDATE ON ACTIONS SINCE THE LAST MEETING

The Clerk submitted a report updating members on actions from recent Full Council meetings. Regarding an outstanding action from the 9 July 2025 meeting (minute 11.b) the Clerk updated members on a recent telephone conversation he had with former councillor Beacham regarding how she would like to be acknowledged by the Town Council.

RESOLVED THAT COUNCIL:

Approve the setting up of a Working Group tasked with looking at changing the Council's Standing Orders to include the honorary role of Alderman.

Note: Cllr. Jackson abstained from voting on the above resolution.

15. UK SHARED PROSPERITY FUND.

The Clerk submitted a report updating members on the grant requests submitted by the Town Council requesting funds from the UK Shared Prosperity and Jubilee Fund.

RESOLVED THAT COUNCIL:

- a. Note the Report
- b. Request the Clerk to provide regular updates

16. BANKING HUB.

The Clerk submitted a report requesting members consider establishing a Banking Hub in Longridge

The Clerk updated members on a telephone conversation he had that afternoon with a representative of Cash Access UK, who confirmed that a request to provide a hub in Longridge had been successful.

RESOLVED THAT COUNCIL:

- a. Note the Report
- b. Defer any action on the banking hub until more is known about the 'successful' request.

17. COUNCILLOR REPORTS AND UPDATES.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to contact LCC Highways with regards to road signs in Chipping that have not been reinstated and the possibility of yellow road marking outside the Longridge Town Cricket Club
- b. Request the Clerk and Cllr. Walker to look at formulating a policy and rate-card on the use of banners attached to the brackets on the street lighting columns.

18. DATES OF FUTURE MEETINGS.

2025: 8 October, 12 November and 10 December.

2026: 14 January, 11 February and 11 March.

SIGNED BY CHAIR FOR THE MEETING:

A signed copy is on file.

DATE:

<p>Longridge Town Council Council Offices The Station Building Berry Lane Longridge PR3 3JP</p>	 <p>Longridge Town Council</p>	<p> clerk@longridge-tc.gov.uk  01772 782461  07495 473 845  www.longridge-tc.gov.uk</p>
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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 6
Report For Decision



Longridge
Town Council

Full Council

Meeting Date: 08/10/2025

Title: Finance Report

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

To update members of 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 Report and specifically the:
2. Schedule of Payments (if any).

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	2025104124	So Plants	Compost for planters	140.00	23.33	116.67	Paid	03/09/25
2	149	Read Design	Buiding Survey Sports and Social Club	1,155.00	-	1,155.00	Paid	09/09/25
3	1138	Stately Lighting	Electric upgrades to street columns for festive lights	7,272.00	1,212.00	5,775.00	Paid	10/09/25
4		Clerk	Microsoft annual subscription	84.99	14.16	70.83	Paid	29/09/25
5	255389-1	SLCC	Annual subscription	229.00	-	229.00	Paid	01/10/25
6		Andrea Townsend	Purple Poppy wreath (animals)	27.50	-	27.50	Paid	03/09/25
				8,908.49	1,249.49	7,374.00		

Note: Approval is not usually sought for expenditure approved by Full Council, the Budget Committee, Direct Debits, and people or organisations where the Town Council has a contractual relationship.

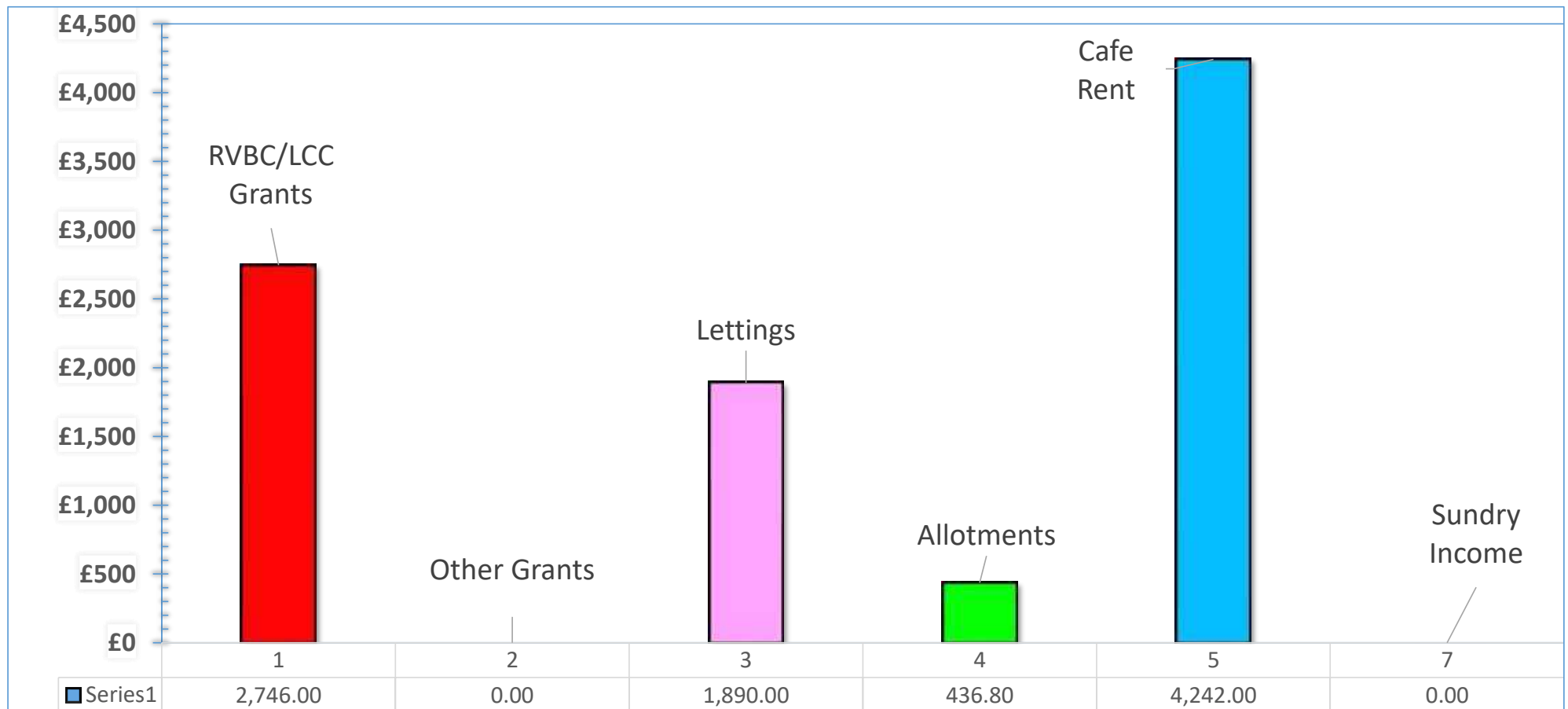
Receipts for the period 1st April 2025 to 31st March 2026.

Bank		Income Streams											
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Reserve Interest	Totals
									Rent	Utilities			
01/04/25	DD	Café Rent							707.00				707.00
07/04/25	accy055762	Precept	98,195.00										98,195.00
08/04/25	G-05/25	The Gatherings (Andrew)					100.00						100.00
09/04/25	..104219	HMRC VAT		3,865.51									3,865.51
14/04/25	legl005069	VE Day Grant			500.00								500.00
22/04/25	CAG-85	Comm.Art Group					200.00						200.00
01/05/25	DD	Café Rent							707.00				707.00
13/05/25	U3A	Various u3a groups					90.00						90.00
27/05/25	09250	Festive Lights Grant			500.00								500.00
30/05/25	24270245	NatWest Bank (Interest)										79.82	79.82
02/06/25	DD	Café Rent							707.00				707.00
02/06/25	G 06/25	The Gatherings (Andrew)					100.00						100.00
03/06/25	G 07/25	The Gatherings (Andrew)					100.00						100.00
04/06/25	Plot A	Burdet						72.80					72.80
05/06/25	Plot B	R. Stother						72.80					72.80
09/06/25	92-01	Longridge u3a					90.00						90.00
10/06/25	Plot D	Burton						72.80					72.80
11/06/25	Plot C	J and M Lewis						72.80					72.80
11/06/25		Gas charges contribution								330.75			330.75
11/06/25		Water charges contribution								385.17			385.17

Bank			Income Streams										
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Reserve Interest	Totals
									Rent	Utilities			
23/06/25	Art Group	Magaret Baugh					200.00						200.00
01/07/25	DD	Café Rent							707.00				707.00
08/07/25	G 08/25	The Gatherings (Andrew)					100.00						100.00
08/07/25	u3a	Various u3a groups					60.00						60.00
10/07/25	Plot E	Thurlow						72.80					72.80
21/07/25	Plot F	Margerison						72.80					72.80
01/08/25	DD	Café Rent							707.00				707.00
05/08/25	Art Group	Margaret Baugh					200.00						200.00
11/08/25		Gas charges contribution								119.85			119.85
11/08/25		Electricity contribution								159.13			159.13
11/08/25		Water charges contribution								459.51			459.51
15/08/25	AK 001	Knox Thomas					80.00						80.00
15/08/25	G-09/25	Kingdom Ministries (Gather)					125.00						125.00
01/09/25		Café Rent							707.00				707.00
09/09/25	G-10/25	Kingdom Ministries (Gather)					100.00						100.00
11/09/25	Art Group	Margaret Baugh					175.00						175.00
15/09/25	AK002	Knox Thomas					170.00						170.00
29/09/25	00009250	Concurrent Grant			1,746.00								1,746.00
Total as at 01/10/2025:			98,195.00	3,865.51	2,746.00	0.00	1,890.00	436.80	4,242.00	1,454.41	0.00	79.82	112,909.54

Mayoral Ball - Ticket Sales: 2,850.00

Revenue Streams as at 20/08/2025



Total £ 9,314.80

Summary - Receipts and Payments at 01/10/25

£	
Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	135,329.72
Less total payments to date:	-77,868.66
System Balance at 01-10-2025:	63,831.38
£	
Unity Trust Balance at 01-10-2025:	63,831.38

Council's Accounting System

If these two figures are different an explanation is required.

Nat West - Account No. 1

£

Balance carried forward April 2025:	88,202.46
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Balance 30 April 2025:	88,290.90
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Balance 31 July 2025:	88,534.10
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Balance 29 August 2025:	88,607.96
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Nat West - Longridge Town Council

£

Balance carried forward 1 April 2025:	£5,000.00
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Balance 1 October 2025:	£5,000.00
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Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Grant Requests
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider a grant request from Longridge Girls Guides and to re-consider a grant request from the Longridge School of Samba.

- **Girl Guides - £5,000.**

The grant would be used to re-roof a pre-1934 building.

Note: *Since April 2023 the Girl Guides have received £5,500 from the Town Council including a £5,000 grant towards building costs.*

The above application is shown in Appendix 1 to the report.

- **Longridge School of Samba - £3,921.**

Members will recall that at the 10 September 2025 Council meeting, they authorised the Clerk to request additional information from the School of Samba. In light of this additional information, the School of Samba now only request a grant of £225, as they have received a large donation from the Rotary Club.

2. Financial Considerations.

Members will recall that in November 2024, they allocated a budget of £20,000 for grants in 2025/26. To date the Town Council has provided grants to the value of £13,845.

3. Background.

Members are reminded that each year the Town Council makes funds available to local voluntary and community groups to support activities and projects of direct benefit to the community of Longridge. Each application should be considered on its individual merits, and if it is not possible for the Town Council to meet the request in full, an award of a lesser amount may be offered.

4. Members are recommended:

- a. To consider each application.
- b. Authorise the Clerk to inform the applicants of the Council's decision and if appropriate make the necessary arrangements for payment.

Appendix 1

View results

Respondent

11

Anonymous

31:39

Time to complete

1. Name of Group or Organisation *

Longridge Girl Guide Hut

2. Name of contact. *

Denise M Brindle

3. Contact email address *

denisebrindle@aol.com

4. Contact phone number.

07796543256

5. Please provide a brief description of your group/organisation. *

Training, education and Fun affiliated to Girl Guiding (UK) - Building Repairs

6. Is your group a charity? *

☒ Yes

☐ No

7. Charity number (if applicable)

1031008

8. Purpose of the grant application *

Please describe the project or activity for which you are seeking funds.

To re-roofing of our timber building that has been there and used for many years - pre 1934

9. Amount of grant requested (£). If the Grant request is over £250 you will need to provide a recent bank statement and a copy of your Constitution *

£5,000

10. How will the grant be used? *

Please provide a breakdown of how the funds will be spent.

The Cost of the new roof has been estimated at £10,500 including Vat. We have managed to raise the difference from fundraising over a number of years plus some extra for contingency work.

11. Have you applied for funding from other councils or organisations? *

- ☐ Yes
- ☒ No
- ☐ Not sure

12. Have you previously received funding from Longridge Town Council? *

- ☒ Yes
- ☐ No
- ☐ Unsure

13. If yes, please provide details of previous funding.

for previous work carried out in the same building - heating and new windows

14. We agree to payback the grant if the project/activity for which the grant was awarded does not proceed. *

- ☒ We agree to repay the grant.
- ☐ We do not agree to repay the grant.

15. Have you provided recent bank statements for all the accounts you hold. *

- ☒ Yes
- ☐ No
- ☐ Not required

16. Have you provided a copy of your Constitution/Terms of Reference? *

- ☒ Yes
- ☐ No
- ☐ Not required

17. If applicable please provide a reason for not providing a recent bank statement or Constitution/Terms of Reference

18. Please provide bank details to which any grant will be paid. Account Name - Sort Code - Account Number *

Sort Code: 30-99-50 Account Number: 87904168

LONGRIDGE GIRL GUIDE HUT
6 HACKING DRIVE
LONGRIDGE
PRESTON
LANCASHIRE
PR3 3FP

Your Account

Sort Code 30-99-50
Account Number 87904168

TREASURERS ACCOUNT

01 August 2025 to 31 August 2025

Money In	£0.00	Balance on 01 August 2025	£1,861.97
Money Out	£606.85	Balance on 31 August 2025	£1,255.12

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
07 Aug 25	BRITISH GAS BUSINE 601070953240524000	DD		23.44	1,838.53
27 Aug 25	BRITISH GAS BUSINE 601028859240524000	DD		15.63	1,822.90
29 Aug 25	000032	CHQ		567.78	1,255.12

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Heritage Centre Trust Lease – Minor Amendments
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider minor amendments to the lease that was approved at the 10 September Council Meeting.

2. Amendments.

Section 1.4 - Second bullet point to read **Archive Room 1, within which the cabinet includes equipment used by the licensee.**

Delete '*and is the responsibility of the licensee.*'

Section 1.6 - To read '**The Initial Licence Fee' means the sum of £600 in total for the whole of the Initial Licence Period.**

Delete 'payable on the signing of this agreement'.

3. Members are recommended to:

- Approve the amendments to the Lease as set out above.
- Authorise the Clerk to make the necessary changes to the Lease.
- Request Cllrs. Jackson and Smith to resign the Lease on behalf of the Town Council

Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Towneley Garden – Award of a £90,000 grant.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the terms that will be set out in a Grant Agreement to be issued by RVBC and whether it still wishes to proceed with the Towneley Garden, Event Space project.

2. Introduction.

- The Council has had written confirmation from RVBC that it will provide a grant of £90,000 to the Town Council to part-fund the creation of an event space on the former bowling green at Towneley Garden.
- In due course, RVBC will issue a Grant Agreement setting out the terms of the grant. No grant will be made until the Grant Agreement has been completed and signed.
- Prior to the Grant Agreement being issued, the Town Council has to confirm in writing that it can comply with the terms of the grant and wishes to proceed with the project.
- A plan detailing the proposed works will be required to be appended to the signed Grant Agreement. This plan will also be used to establish whether the development requires planning permission and/or building regulations.

3. Important to Note.

As the land is owned by RVBC, a separate licence/legal agreement will be required between the parties to allow the Town Council and/or their contractors to enter the land to undertake the works. This will include, but not limited to, full details of the proposed works, a red edged site plan, an estimated time frame for the works and details of future maintenance arrangements.

4. Terms to be set out in the Grant Agreement.

The Town Council will need to agree the following terms:

- 1) The Grant shall be used by the Recipient (Town Council) for the delivery of the Project in accordance with the agreed budget (£90,000).
- 2) The Recipient shall use all reasonable endeavours to ensure the Project is completed in accordance with the Subsidy Control Law. The Recipient agrees to maintain appropriate records of compliance with the Subsidy Control Law and agrees to take all reasonable steps to assist the Council to respond to any investigation(s) in respect of the Project.
- 3) In accordance with the Subsidy Control Act 2022 under section 79(6) the Recipient must have regard to the Subsidy Control guidance when giving a subsidy or making a subsidy scheme.

- 4) The Recipient must comply with the public sector equality duty and provide to the Funder (RVBC) evidence of such compliance as part of its reporting obligations.

Note: *This is a statutory duty on public authorities. It ensures that organisations consider how their functions will affect people with different protected characteristics.*

- 5) The Recipient as a contracting authority shall ensure that it complies with its Contract Procedure Rules when it procures the works.

Note: *These rules are set out in Section 5 of the Council's Financial Regulations (adopted 14/08/2024)*

- 6) The Recipient must obtain value for money when using grant Funding and will act in a fair, open and non-discriminatory manner when buying goods and services.
- 7) The Recipient shall comply and facilitate the Funder's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Funder
- 8) The Recipient shall affect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred by the Recipient, arising out of the Recipient's performance of the Agreement, including death or personal injury, loss of or damage to property or any other loss (the Required Insurances).
- 9) The Required Insurances referred to above include (but are not limited to):
- (a) public liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project; and
 - (b) employer's liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Project.

Note: *The Council's current Public Liability is £12,000,000 and Employers Liability is £10,000,000.*

- 10) Payment of the grant monies will be within 28 days of receipt of paid invoices detailing completion of the works.

5. Members are recommended to:

- a. Consider the Terms as set out in Section 4 above.
- b. If members agree the Terms, authorise the Clerk to write to RVBC confirming the Town Council is able to comply with the requirements and that it wishes to proceed.

Note: *RVBC will then issue a Grant Agreement for signature.*

- c. If the Terms are agreed, nominate members to sit on a Working Group to take the project forward.



Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Mayoral Ball - Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the arrangements for the 2025 Mayoral Ball.

2. Introduction.

Members will recall that at the Full Council meeting on 9 July they approved hosting a Mayoral Ball for up to 100 guests on 25 October 2025 at Longridge Golf Club with a ticket price of £50. They also nominated Cllrs. Eccles, Wallbank, Walker, Hindle and Jackson to a Working Group, to oversee logistics, ticket sales and invitations.

3. Charities Supported.

Ribble Valley Dementia Alliance. Is a collaborative network of professionals from health, charity, finance, and legal sectors dedicated to supporting people living with dementia and their carers.

Longridge Town Junior Football Club. Is a youth-oriented football club committed to providing inclusive access to the sport for children from under-6s upward, in a fun and supportive environment.

4. Financial Considerations.

Note: The **Revenue Columns** in the table below include donations of £330 from Jane and Steve Hardacre and Cllr. Jackson.

Cost Item	Ticket Sales			
	80 tickets £		75 tickets £	
	Rev.	Costs	Rev.	Costs
Meal: (£26 per head):	4,330	2,080	3,830	1,950
Welcome drinks:		140		130
Table decorations:		80		80
Entertainment:		1,000		1,000
Contingency:		50		50
Totals:		3,350		3,210
Possible donations to charities:		£980		£620

5. Ticket Sales - Summary as at 04-10-2025

Paid	Estimate
55	75

6. Raffles Prizes.

Over 20 raffle prizes, ranging from bottles of alcohol to holiday and fitness vouchers have been donated.

7. Members are recommended:

To note the update.



Meeting:	Full Council
Meeting Date:	08 October 2025
Title:	Planning Matters - Relating to Longridge
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of planning matters since the last meeting.

Members are reminded that the weekly lists of applications registered and decided are available to view on the RVBC website: https://www.ribblevalley.gov.uk/weekly_lists

Note. The following types of applications are not for consultation and are therefore excluded from considerations: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.

2. Applications where the Council were requested to provide comments to RVBC since the last meeting.

Application:	3/2025/0605	No comments received from members.
	Full Consent	
Proposal:	Proposed erection of a 1-storey rear extension to create additional storage of the existing shop (Class E(a))	
Location:	Thoroughgoods 1 Whittingham Road Longridge PR3 2AA	
Link:	Planning Application - Ribble Valley Borough Council	

Application:	3/2025/0423	No comments received from members.
	Full Consent	
Proposal:	Proposed single storey rear extension.	
Location:	7 College Wood Mews Longridge PR3 3US	
Link:	Planning Application - Ribble Valley Borough Council	

Application:	3/2025/0721 - Comments by 07-10-25	
	Full Consent	No comments received from members.
Proposal:	Proposed single storey rear extension.	
Location:	17 The Park Longridge Preston PR3 3DH	
Link:	Planning Application - Ribble Valley Borough Council	

Application:	3/2025/0364 - Comments by 08-10-25	
	Full Consent	No comments received from members.
Proposal:	Retention of a safety fence.	
Location:	Longridge Cricket Club Chipping Road Longridge PR3 2NB	
Link:	Planning Application - Ribble Valley Borough Council	
	This is retrospective planning for a fence that was installed early this year	

Application:	3/2025/0713	New application not sent out for comments
	Full Consent	
Proposal:	Proposed change of use from C3 Dwellinghouse to C2 Children's Residential Care Home (solo occupancy)	
Location:	15 Caton Close Longridge PR3 3RH	
Link:	Planning Application - Ribble Valley Borough Council	
Summary from Right Start Holdings	This is a small-scale, high-quality residential care arrangement with robust management, minimal external impact, and a clear focus on maintaining a normal, family-style environment. Staffed and operated in accordance with national best practice, the home will uphold the dignity and privacy of the child while remaining an unobtrusive and positive presence in the community.	

3. Members are recommended to:

Note the report.

Agenda Item 12

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Update on Actions from Recent Meetings.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from recent meetings.

2. Update on Actions from 10/09/2025.

Minute 250910/	Action	Who	Update
5	Facilitate the installation of a 'No Entry' sign at the entrance to Towneley Road.	Clerk	Complete
7a	Arrange the signing of the Community Garden Lease	Clerk	Complete
8a	Arrange the signing of the Heritage Centre Trust Lease	Clerk	Complete
9b	Inform RVBC of the new councillor appointment and submit the required paperwork.	Clerk	Complete
10c	Request additional information from Longridge School of Samba	Clerk	Complete
11	Inform the Halloween organisers that the Town Council request the judging be carried out at the Council Offices and that the mayor will require at least 10 days' notice of the judging date.	Clerk	Complete
14	Set up of a Working Group tasked with looking at changing the Council's Standing Orders to include the honorary role of Alderman.	Clerk	Noted
15	Provide regular updates on the UK Shared Prosperity Fund	Clerk	Ongoing
17a	Contact LCC Highways regarding road signs in Chipping that have not been reinstated and the possibility of yellow road marking outside the Longridge Town Cricket Club	Clerk	Noted
17b	Formulate a policy and rate-card on the use of banners attached to the brackets on the street lighting columns.	Clerk and Cllr. Walker	Noted

3. Update on Actions from 09/07/2025.

Minute 250709/	Action	Who	Update
6.b	Report on the cost of operating the Station Building to the Budget Committee.	Clerk	Noted
7.d	Inform LSSA of the Council's decision and inform them that future grant requests would be considered on merit.	Clerk	Complete
8.b	Contact Longridge Golf Club to secure the date of the Mayors Ball	Clerk	Complete
9.b	Add assets as an agenda item for meetings of the Devolution Working Group.	Clerk	Complete
11.b	Purchase a gift and flowers up to the value of £75 and present to ex. Cllr. Beacham for her services to the Town Council.	Members	Ongoing
15.a	Set up a meeting with RVBC to discuss the matter of vehicle access to the Recreational Ground.	Clerk	Complete
17	Cllr. Spencer requested that for the next Full Council meeting a Longridge 'Banking Hub' should be added to the agenda.	Clerk	Complete

4. Update on Actions from 9/04/2025 Council Meeting

Minute 250409/	Action	Who	Update
6.c	Find an alternative bank to NatWest that offers Internet Banking.	Clerk	Progress being made
15b	Submit the report to officers at RVBC and LCC.	Clerk	Complete
16b	RVBC to amend the mins. of 1 April Policy and Finance Committee to state that only Cllrs. Walker and Rogerson had seen the concept design.	Clerk	Complete
16c	Contact RVBC regarding issues relating to John Smith's Park and litter picking in General.	Clerk	Complete

5. Update on Actions from the 12/02/2025 Council Meeting

Minute 250212/	Action	Who	Update
7a	Make minor changes to the revised Grants Policy that address how the Council deals with requests for funds in appreciation of activities carried out on behalf of the Town Council.	Clerk	Complete
7b	Revise the Grant Application Form to accommodate applications for 'small' grants.	Clerk	Complete
7c	Submit the amended Grants Policy and application form to the next Budget Committee.	Clerk	Noted
8	Produce a Mayoral Handbook	Clerk	Noted
9	Submit a revised licence agreement to the next meeting of the Estates Committee.	Clerk	Complete
11	Setup a working group tasked with looking at VE Day activities.	Clerk	Complete
15	Add an agenda item on 'Local Government Devolution' for future Council meetings.	Clerk	Complete
18	Broaden the scope of the Environment Officer job specification and submit to the Staffing Committee for approval.	Clerk	Complete

6. Update on Actions from 11/12/2024 Council Meeting.

Minute 241211/	Action	Who	Update
7a	Contact Little Green Bus Company and ask to complete the Grant Application Form, explain their level of reserves and provide the benefits the residents of Longridge receive.	Clerk	Complete
7b	Re-draft the Council's current Grants Policy with particular reference to sponsorship and annual patron fees.	Clerk and Cllr. Spencer	Complete
8	Seek clarity on the Micro Woodland at John Smiths Recreation Ground.	Cllr. Jameson	Complete
9a	Work with LEG on improving the Longridge Town Centre for people and nature.	All members and Clerk	Complete
9b	Submit a report to the next meeting of the Estates Committee on the charging policy for users of the Council's Conference Room.	Clerk	Noted

10c	Prepare a report to the Budget Committee seeking approval of expenditure for the purchase and installation of a defibrillator for the adopted 'Kestor Lane' phone box.	Clerk	Complete
12.b	Inform RVBC of the Council's planning considerations.	Clerk	Complete
15a	Submit a 'lessons learnt' report on all things related to Christmas festivities to a future meeting of the Estates Committee.	Clerk	Ongoing

7. Update on Actions from 09/10/2024 Council Meeting.

Minute 241009/	Action	Who	Update
7b	Agree to remove action 10c from the 14/08/24 Council meeting.	Clerk	Complete
7c	Agree to change action 11.b from the meeting on 17/07/24 to Noted.	Clerk	Complete
9.1a	Contact LCC and ask them to consider: Extending the lease period of the plot to 5 years	Clerk	Complete
9.1b	Contact LCC ask them to consider visiting the site and investigate the longstanding drainage issue.	Clerk	Complete
9.1c	Contact LCC and ask them to consider granting permission to allow representatives of the Town Council to enter the site.	Clerk	Complete
9.2b	Arrange the purchase and installation of brackets on columns that had passed the LCC column test.	Cllr. Walker and Clerk	Complete
9.2c	Identify columns for phase 1 lighting	Cllr. Rainford and Rogerson	Complete
9.2d	Notify LCC of the locations from c. above and instruct them to fit the necessary electric sockets.	Clerk	Complete
9.2e	Provide a policy on use of the Council's column banners and festive lights.	Clerk	Noted
9.5	Inform Café of the outcome of the recent rent review.	Clerk	Complete
9.6	Heritage Centre – License Review. Provide a full report to the next meeting of the Estates Committee.	Clerk	Complete
11	Report on the use of accounting software to the next Budget Committee.	Clerk	Complete
12	Submit the LSEC grant application to the next meeting of the Budget Committee	Clerk	Complete
14	Report back to the Full Council on the Part 2 employment issue.	Clerk	Complete

8. Update on Actions from 17/07/2024 Council Meeting.

Minute 240717/	Action	Who	Update
7	Inform 'Love Loingridge' and the Thursday Group of the Council's decision.	Clerk	Complete
	Get quotes for column testing, banner mounts and installation.	Clerk	Complete
	Complete LCC paperwork for column testing.	Clerk	Complete.
	Contact Whittingham P.C. regarding making a contribution to the cost of fixing banner mounts to light columns.	Clerk	Noted
8	Investigate the use of a shared calendar	Clerk	Complete
9	Donate Mayoral Allowance to Girl Guides	Cllr. Rogerson	Complete
11a	Contact RVBC regarding notifying the Council on event, licensing/gambling applications and decisions.	Clerk	Complete.
11.c	Review comments made by Town Council on planning app. 3/2024/0316 and re-submit to RVBC.	Cllrs. Jameson, Rainford and Walker	Complete
13	Provide quotes for a Bleed Kit to a future Council meeting	Cllr. Jackson/Clerk	Complete
14	Invite the applicant for the councillor vacancy to an interview with Cllrs. Jackson, Walker and Jameson.	Clerk	Complete

Note:

Actions from the Full Council meetings held on 14/08/24, 11/09/24, 13/11/24, 15/03/25, 15/05/25 and 11/06/2025 have been completed and removed from the list. Actions no longer required have also been removed from the lists.

9. Members are recommended:

To note the report, the ongoing actions and actions not yet completed.

Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Ribble Valley UK Shared Prosperity Fund - Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the latest situation regarding the Council's grant requests for funds to re-develop the disused Sports and Social Club and for the re-decoration of the Longridge Heritage Centre.

2. Disused Sports and Social Club (former Royal British Legion) - Background.

Members may recall that:

- RVBC had asked if the 'Longridge Bidders', the Town Council, LSEC, Longridge Band and the Longridge Men's Shed could work together to develop one overarching project for Longridge that would support all the various groups in the town for the benefit of the community.
- On 2 September (morning) 2025, the Town Council hosted a meeting with RVBC, including Nicola Hopkins and the 'Longridge Bidders' to discuss the matter.
Prior to the meeting, the Longridge Band agreed to combine their grant request of £100,000 for a new home, to the refurbishment of the Sports and Social Club, if when complete, it would become their home for practicing and meetings.
- That on the 3 September 2025, Nicola Hopkins emailed the Town Clerk stating that the Policy and Finance Working Group, at their meeting on 2 September (afternoon), had **requested information** regarding the redevelopment of the Sports and Social Club. The email acknowledged that the bids from the Town Council and the Band could be combined.

Requested information:

- A copy of the building survey.
- Full details of the development costs.
- Details of the proposed lease arrangements (Heads of Terms).
- Details of the future management of the facility.

The above information was emailed to RVBC on 8 September 2025 and on 29 September 2025 updated versions of the requested information were sent to RVBC.

2.1 Update.

On 1 October 2025, the Clerk received an email from Nicola Hopkins advising that the updated information provided had been submitted to the Working Group, and that whilst the Group understood the aspirations of the project, they had a number of queries and concerns which they would like the Council to address, so as to enable further consideration of the bid.

2.1.1 Queries and concerns raised by the RVBC Working Group

- **Lease – Heads of Terms:**

The Working Group are concerned that the project is requesting a substantial amount of funding for the building which the owner could then take back possession of in a relatively short period of time. A 10-year break clause is not acceptable to the Group and as such any such clause within the Heads of Terms will need to be significantly longer.

Update:

The owners (Touchline Developments Ltd.) have agreed a 20-year break clause and a lease period of 40 years (was 25 years).

- **Works required to building:**

The Working Group noted that within the works specification there does not appear to be any allowances for the following items, which would result in additional costs over and above the requested grant.

- Contingency costs.
- Thermal elements - there is no mention of required insulation other than the cellar or building regulations.
- Making the building accessible for all.
- An asbestos survey and costs for removal if necessary

Update:

The Town Clerk is addressing the above queries.

3. Re-decoration of the Longridge Heritage Centre - Background

Members may recall that the RVBC Working Group had advised that they were keen to support legacy projects rather than building maintenance and redecoration and that they would consider a grant for solar panels and had requested the following information in respect of that element of the scheme:

- Necessary permissions including planning permission.
- Match funding (if any).
- Quotes for the work be provided.
- How the project would enhance the building, equipment and infrastructure.
- How many people and community groups (approximately) currently use the building, equipment and infrastructure and how many people and community groups do we envisage would use the building, equipment and infrastructure following the project.
- What the community benefits would be.
- The timescales for delivering the project.

3.1 Update.

Cllr. Gornall and the Clerk are addressing the concerns and queries raised by the Working Group and two companies have been approached to provide quotes.

4. Members are recommended:

To note the update.



Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Community Well-Being Garden - Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the Community Well-Being Garden project.

2. Background.

Members will recall that at the Full Council meeting held on 10 September 2025 they approved the signing of the lease.

3. Update.

- **The lease for the Community Garden** was completed on 30 September 2025.

This means that the lease term of 5 years will end on 29 September 2030. However, as members are aware, LCC have the opportunity to break the lease by serving a 6 month notice by 28 February 2027 (to bring the lease end on 31 August 2027).

If LCC do not take that opportunity, then the lease will continue until the end date. After that date, LCC is under no legal obligation to issue another lease.

- **Volunteers.** It was always envisaged that volunteers would run the garden on a day-to-day basis with an oversight from the Town Council. To this end, Cllr. Walker posted an update on social media requesting potential volunteers to contact the council. To date 12 people have expressed their interest. In addition, local groups including the Longridge Environmental Group have previously expressed their interest in being involved.

4. Members are recommended:

- a. To note the update.
- b. Request the clerk to convene a meeting of the Community Garden Working Group (Cllrs. Smith, Rainford and Walker) and nominate additional members to the Group.



Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Local Government Devolution
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on matters relating to the UK Government's proposals for Local Government Devolution and how it may affect Longridge Town Council.

2. Introduction.

As of October 2025, Lancashire's local government is undergoing a mandated reorganisation driven by the UK government's English Devolution White Paper and statutory invitation issued in February 2025.

The county's current two-tier system - comprising Lancashire County Council, 12 district councils (including Ribble Valley Borough Council), and two existing unitary authorities (Blackburn with Darwen and Blackpool) - is set to be replaced by a single-tier model of unitary authorities. This aims to create stronger local leadership, improve service delivery, ensure financial sustainability, and align with the new Lancashire Combined County Authority (LCCA), established earlier in 2025 to handle devolved powers like transport and economic growth.

The 15 Lancashire councils are collaborating to submit a unified proposal to the government by November 28, 2025, demonstrating how the changes meet criteria such as economic growth, community identity, and value for money. No single preferred option has been finalised due to the county's rural-urban mix (78% rural), political differences, and geographic challenges, but models under consideration range from 2 to 5 new unitaries, each serving populations of around 300,000–500,000 (with flexibility requested for smaller rural units). A single county-wide unitary is also discussed but lacks broad support.

Timeline:

- **November 28, 2025:** Councils submit proposal.
- **Early 2026:** Government-led public consultation.
- **Summer 2026:** Preferred model selected.
- **May 2027:** Elections for shadow authorities.
- **April/May 2028:** New unitaries go live, absorbing all services; existing councils dissolve.

Stakeholder engagement is ongoing, with concerns raised about transition costs (potentially £1–2 billion county-wide), rural funding dilution, and service disruptions. Ribble Valley leaders have emphasised protecting rural interests, warning that mergers could turn areas like theirs into "cash cows" for urban centres.

Impact on Longridge Town Council.

Longridge Town Council, is not directly targeted for abolition but faces uncertainty in the new structure. Lancashire has over 200 town and parish councils, providing a vital layer of local democracy, but the government's white paper offers limited clarity on their future role - focusing instead on potential "neighbourhood panels" or district committees under the new unitaries. Ribble Valley is Lancashire's only fully parished borough, amplifying these concerns for bodies like Longridge.

Potential Changes: Parishes may continue but with enhanced or altered responsibilities, such as community representation or hyper-local services (e.g., parks, events). However, some fear replacement by unitary-led panels, reducing autonomy.

Effects on Longridge Town Councillors: Many serve dual roles with Ribble Valley Borough, so overlaps exist. Their terms would likely continue post-2027 if parishes persist, but with possible expanded duties to fill "democratic deficits" in larger unitaries.

Reduced upper-tier funding could pressure volunteer-led parishes, deterring participation. Leaders urge parishes to engage in consultations to secure inclusion.

Overall, Longridge could gain influence as a community voice in a unitary but risks marginalisation without explicit protections.

Impact on Ribble Valley Borough Council

Ribble Valley Borough Council (RVBC) faces the most direct threat, with abolition almost certain under any viable model. The council prefers retaining the two-tier system but lists a fallback of merging with Lancaster and Preston in a four-unitary Lancashire (avoiding fusion with urban-heavy areas like Burnley or Hyndburn). Other scenarios could see it grouped with up to five districts, diluting rural priorities. All services (planning, housing, waste) would transfer to the new unitary by April 2028, potentially improving efficiency but risking urban bias in resource allocation.

Broader Effects: Transition could involve job uncertainties for staff, contract reviews, and short-term service dips, though long-term savings are projected. RVBC is pushing for rural safeguards in the November submission.

Effects on Current Ribble Valley Borough Councillors: Terms end in May 2027, with a possible short extension for transition. They must stand for re-election to shadow authorities in May 2027. New unitaries will have fewer councillors (to cut costs), shifting toward "professional" roles with heavier workloads, cabinet dominance, and less for backbenchers - potentially discouraging rural representatives. Dual-role holders (e.g., also on Longridge) may pivot to parish duties if borough seats vanish.

Public consultation is key - RVBC and partners are gathering views now, with formal input expected in early 2026.

3. Members are recommended.

To note the update.

Meeting:	Full Council
Meeting Date:	8 October 2025
Title:	Transfer of Assets from RVBC - Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on matters relating to the transfer of assets to the Town Council.

2. Introduction.

Recently the Clerk wrote to Marshal Scott, RVBC's CEO, inquiring whether RVBC were exploring the option of devolving ownership and management of key community assets such as Towneley Garden, playing fields and the Civic Hall to Longridge Town Council. Noting that these assets play a vital role in the social, cultural, and recreational life of Longridge, and transferring them now could ensure a smoother transition during the local government reorganisation process.

3. Response from RVBC.

A summary of the response from Marshal Scott is shown below.

Further to your letter regarding the transfer of assets.

- i. The Council hasn't considered transferring assets to Parish and Town Councils at this stage. Clearly the outcome of any potential reorganisation of local government is unknown at present.
- ii. As you may be aware the Council has launched an extensive Capital Programme to improve and enhance assets in Council ownership across the Ribble Valley. This includes Longridge.
- iii. In 1974 the last major reorganisation of Local Government in Lancashire, larger towns such as Clitheroe and Longridge didn't seek ownership of parks, play areas etc. as the financial burden presumably was thought to be too great.
- iv. The assets themselves also tended to be used by the wider population of Ribble Valley so the view was no doubt taken that the costs should also be shared more widely.
- v. Before I report to members can I ascertain whether the Town Council understands the financial implications of acquiring any of the assets you've listed and has the resources to maintain and operate them.

4. Members are recommended:

- a. To note the Report.
- b. Regarding point 3.v above, discuss any assets members would like to be transferred and consider if the Town Council has the resource to maintain and operate them.