



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 July 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 11 June 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 note the expenditure and income regarding the Station Building and approve the:

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

7. Grants and requests for funds.

Report of the Clerk enclosed to provide members with additional information regarding a grant request from the Friends of the Civic Hall.

8. Mayoral Charity Ball.

Report of the Clerk (enclosed) for members to consider hosting a Mayoral Charity Ball.

9. Asset Policy and Register.

Report of the Clerk (enclosed) for members to consider and approve the Council's Asset Policy and Register.

ITEMS for INFORMATION/DISCUSSION

10. Planning Applications.

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

11. Update on Actions from Previous Meetings.

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

12. Ribble Valley Shared Prosperity and Jubilee Fund - Update

Report of the Clerk (enclosed), updating members on the Expressions of Interest submitted on behalf of the Town Council.

13. 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.

14. Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law.

Report of the Clerk (enclosed), to update members on the impact, if any, on the introduction of Martyn's Law on Longridge Town Council.

15. Vehicle Access to the Recreational Ground.

Report of the Clerk (enclosed) for members to consider measures to improve vehicle access to the Recreational Ground.

16. Councillor Reports.

Reports (if any) enclosed.

17. Consideration of Matters not on the agenda.

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

18. Future Meetings. (Note: There is no Full Council meeting in August 2025):

2025: 10 September, 8 October, 12 November and 10 December.

2026: 14 January, 11 February and 11 March.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.



Agenda Item 4

Longridge Town Council

Full Council – Minutes

Date:	11 June 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), S. Rainford, J. Rogerson, R. Walker, D. Jackson and N. Eccles.		
In attendance:	Town Clerk. LCCA Cllr. Ian Duxbury and two members of the public		
Comments:	The Town Clerk informed all present that the meeting was being recorded.		
Meeting started:	19:00	Meeting closed:	20:57

250611/

1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting, and provided an update on the Mayoral duties he had recently undertaken which included attending the North West Camping and Caravan Club, the South Ribble Civic Sunday and the presentation of trophies to the youth teams at Longridge Football Club. The Mayor thanked the Deputy Mayor (Cllr. Walker) for presenting prizes at the local Royal British Legion awards event.

2. APOLOGIES FOR ABSENCE.

Members accepted apologies from Cllrs. Spencer and Smith.

Cllr. Beacham was recorded as being absent.

RESOLVED THAT COUNCIL:

- Request Cllr. Jackson to contact Cllr. Beacham regarding her non-attendance at Council meetings.
- Authorise the Clerk to formally write to Cllr. Beacham, if the outcome of the conversations between Cllrs. Jackson and Beacham are not forthcoming.

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

- Cllr. Eccles declared an interest in Agenda Item 9b and 9g
- Cllr. Rogerson declared an interest in agenda Item 9e.

4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 15 MAY 2025.

The minutes were agreed as correct records and signed by the Chair.

5. PUBLIC PARTICIPATION.

There was no public participation as such. However, the two applicants who had applied for being co-opted onto the Council were in attendance and spoke under Agenda Item 6.

6. CO-OPTION OF NEW COUNCILLORS.

The Clerk submitted a report asking members to consider the co-option of two new councillors.

The meeting was adjourned while the two nominees addressed the Council.

RESOLVED THAT COUNCIL:

- Unanimously approve the co-option of David Hindle and Andrew Wallbank as members of Longridge Town Council.
- Authorise the Clerk to inform RVBC of the two new appointments and submit the required paperwork.

David and Andrew signed the Acceptance of Office Forms and joined the meeting as Town Councillors.

7. FINANCE REPORT.

The Clerk submitted a report seeking approval for the accounts to date and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- Approve the accounts to date.
- Remind the Clerk of a previous request to find an alternative bank to NatWest that offers Internet Banking.
- Request the Clerk to look at the costs associated with running the Station Building, compared to the income it receives.
- Approve the Schedule of Payments as set out in the Report and in Table 1 below.

Schedule of Payments to be considered for approval.
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#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	89958563	Fulwood Insurance	Council Building	1,636.05	-	1,636.05	Paid	
2	3646439	Zurich Municipal	Council liability etc. insurance	1,614.10	-	1,614.10	Paid	
3	IVI 186502	Aurora Manged Service	Print consumables	92.18	15.37	76.82	Paid	
				3,342.33	15.37	3,326.97		

Note: Approval is not usually sought for Direct Debits and people or organisations where the Town Council has a contractual relationship.

8. APPOINTMENT TO THE LONGRIDGE CIVIC HALL MANAGEMENT COMMITTEE.

RESOLVED THAT COUNCIL:

Approve the nomination of Cllr. Rainford to be the Council's representative on the Longridge Civic Hall Management Committee.

9. GRANT APPLICATIONS.

The Clerk submitted a report asking members to consider grant applications from; u3a for £3,248 towards general costs, and keeping the service available and affordable to Longridge residents, Royal British Legion Longridge Branch (RBLLB), for £1,245 as a contribution towards the funding of a Ceremonial Parade Standard and its accessories, the Thursday Group, (children and siblings with autism) for £400, Friends of the Civic Hall for £3,000 to support the Longridge Dementia and Support Group, Goosnargh and Longridge Agricultural Show (GLAS) for £2,000 towards the costs of installing a community marquee and Longridge Field Day for £950, contribution to new banners.

In addition, the RBLLB requested the use the Council's conference room for Branch Meetings (without charge), use of the Town Council's postal address, and use of the Town Council's premises as home to the RBLLB Standard.

RESOLVED THAT COUNCIL:

- a. Approve a grant of £3,088 to the u3a.
- b. Approve a grant of £1,245 towards the cost of a ceremonial parade standard and its accessories for the RBLLB. Note: *The Town Council agreed to purchase the standard and Cllr. Eccles did not vote on the matter.*
- c. Approve a grant of £400 to the Thursday Group.
- d. Approve a grant of £3,000 to the Friends of the Civic Hall, Longridge Dementia and Support Group, subject to the Group providing the Clerk with a breakdown of their anticipated expenditure.
- e. Approve a grant of £1,000 to GLAS, subject to the latest bank statements being provided and that the application be re-submitted to the Budget Committee for approval. Note: *Cllr. Rogerson did not vote on this Item.*
- f. Reject the application from Field Day, on the grounds that the application was for an item that had already been purchased (retrospective application) which is in not in line with the Town Council's Grant Policy.
- g. Approve the use of the Conference Room by the RBLLB at the prevailing reduced 'Charity' rate.
- h. Reject the use of the Council's postal address by the RBLLB.
- i. Approve the use of the Council Offices as home for the RBLLB standard.
- j. Request the Clerk to contact those organisations that regularly submit grant applications reminding them to submit application in as early as possible and that retrospective applications will not be considered.
- k. Request the Clerk and Chair of the Budget Committee to submit a report to each Town Council Meeting, setting out the grants they have considered since their last meeting and the outcome of their considerations.

10. VJ DAY 2025.

The Clerk submitted a report requesting members to consider commemorating VJ Day 2025.

RESOLVED THAT COUNCIL:

- a. Agree to commemorate VJ Day 2025.
- b. Request the Clerk to set up a working group to consider what events and activities could take place and any associated costs.

11. REINSTATING CIVIC SUNDAY.

The Clerk submitted a report asking members to consider holding a Civic Sunday event in February 2026.

The Report noted that until 2026 the Civic Sunday was an annual event that traditionally featured a procession and a church service, bringing together the mayor, councillors, local organisations, and schools in a display of community unit.

RESOLVED THAT COUNCIL:

Request Cllr. Jameson and the Clerk to discuss the matter outside the meeting and report back to Full Council.

12. ADDITIONAL WORKING GROUPS

The Clerk submitted a report requesting members to consider setting up three new Working Groups; Remembrance Sunday 2025, Christmas 2025 and Local Government Devolution.

RESOLVED THAT COUNCIL:

- a. Agree a Remembrance Sunday Working Group consisting of Cllrs. Stubbs, Eccles, Rainford and Wallbank.
- b. Agree a Christmas 2025 Working Group consisting of Cllrs. Walker, Jackson, Hindle and Wallbank
- c. Agree a Devolution Working Group consisting of Jackson, Smith, Eccles, Rainford and Stubbs.

13. FRAMEWORK FOR ASSESSING THE COUNCIL'S KEY OBJECTIVES AND PERFORMANCE.

The Clerk submitted a report requesting members to consider setting up a framework for assessing the Council's key objectives and performance for its activities in 2025/26.

The Clerk stated that the framework would allow the Town Council to assess its objectives and performance for activities in the current financial year.

RESOLVED THAT COUNCIL:

Agree to adopt the Framework as set out in the report.

14. PLANNING MATTERS – RELATING TO LONGRIDGE.

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

RESOLVED THAT COUNCIL:

- a. Note the Report.
- b. Request the Clerk and Cllr. Walker to consider an improved method for soliciting councillor comments.

15. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from recent meetings.

RESOLVED THAT COUNCIL:

Note the Report.

16. RIBBLE VALLEY SHARED PROSPERITY FUND.

The Clerk submitted a report updating members on the Expressions of Interest submitted on behalf of the Town Council.

RESOLVED THAT COUNCIL:

Note the Report.

17. LOCAL GOVERNMENT DEVOLUTION.

The Clerk submitted a report updating members on how the Government's plans for Local Government Devolution could impact the Town Council and town and borough councillors.

RESOLVED THAT COUNCIL:

Note the Report.

18. COUNCILLOR REPORTS.

Cllr. Rainford noted that a street lamppost on Inglewhite road has not been reinstated after being removed and the hedges on Willow Park Lane need cutting back as they are encroaching onto the pavement. Members were reminded that Love Clean Streets can be used to report a range of issues.

RESOLVED THAT COUNCIL:

- a. Note the verbal reports.
- b. Request the Clerk to remind all Councillors including; Town, Borough and LCCA that if they engage in any activity in Longridge, they should inform the Town Council.

19. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

Cllr. Jameson updated members of the events he was looking to organise which included a Quiz Night and a 'Curry' Night.

20. DATES OF FUTURE MEETINGS.

RESOLVED THAT COUNCIL:

- a. Agree that the next Council Meeting will be held on Wednesday July 9.
- b. Agree to cancel the August meeting for summer recess.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

Agenda Item 6

Report For Decision



Longridge
Town Council

Full Council

Meeting Date: 09/07/2025

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.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	2025104113	So Plants	Plants for planters	576.89	-	576.89	Paid	01/07/25
2	SBUK75307	School Badges	Lapel Badges	155.40	25.90	129.50	Paid	27/06/25
3	GW11625	Gardening Works	Repair of three benches	660.79	-	660.79	Paid	11/06/25
4		School Badges	Ties with Council logo x 10	152.50		152.20		
				1,545.58	25.90	1,519.38		

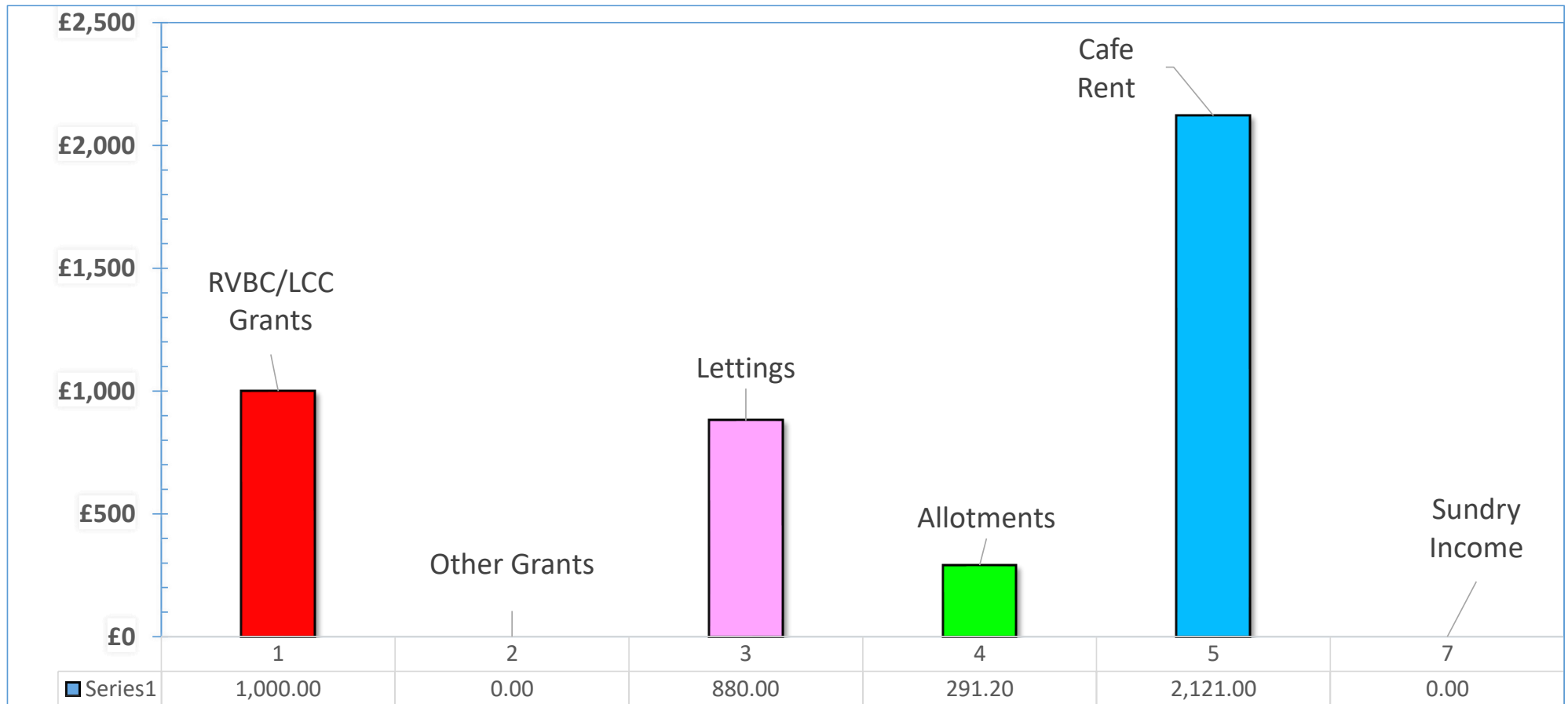
Note: Approval is not usually sought for Direct Debits and people or organisations where the Town Council has a contractual relationship.

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
23/06/25	Art Group	Margaret Baugh					200.00						200.00

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			
Total as at 01/07/2025:			98,195.00	3,865.51	1,000.00	0.00	880.00	291.20	2,121.00	715.92	0.00	79.82	107,148.45

Revenue Streams as at 01/07/2025



Total £ 4,292.20

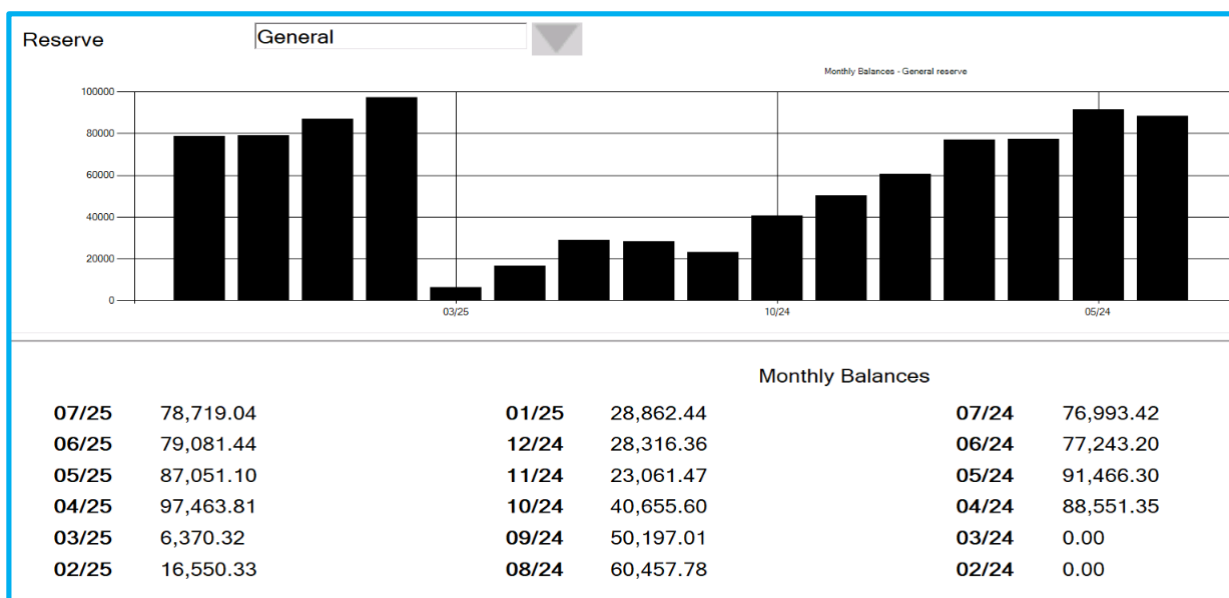
Summary - Receipts and Payments at 01/07/25

£	
Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	107,068.63
Less total payments to date:	-34,719.91
Balance:	78,719.04

From Council's Accounting System

If these two figures are different an explanation is required.

£	
Unity Trust Bank Balance at 01 July 2025:	78,719.04



Nat West - Account No. 1

£

Balance carried forward April 2025:	88,202.46
Balance 30 April 2025:	88,290.90
Balance 30 May 2025:	88,370.72

Nat West - Longridge Town Council

£

Balance carried forward 1 April 2025:	5,000.00
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Balance at 1 July 2025:	5,000
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Station Building - Expenditure vs Income

April 1 2024 to March 30 2025

Expenditure	£
Building Insurance:	1,563
Cleaning and hygiene:	5,441
Utilities: Gas, Electric and Water:	19,709
Maintenance and Refurbishment:	1,634
Alarm Systems:	1,010
Total Expenditure:	29,357

Income	£
Lettings:	3,588
Contribution to Utilities:	10,252
Café Rent:	7,628
Total Income:	21,468

Deficit:	7,889
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£657 per month

Agenda Item 7

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	9 July 2025
Title:	Grants and requests for funds.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To provide members with additional information regarding grant requests from the Friends of the Civic Hall and the Lancashire School Sailing Association (LSSA).

2. Friends of the Civic Hall.

Members are reminded that at their meeting on 11 June 2025, they approved a grant of £3,000 to the Friends of the Civic Hall - Longridge Dementia and Support Group, subject to the Group providing the Clerk with a breakdown of their anticipated expenditure.

2.1 Breakdown of Anticipated Expenditure.

The table below sets out the information provided to the Clerk from the Support Group.

Information Requested	Response
Cost to hire the hall.	£87.50 per session. 2.5 to 3 hours each session.
Number of sessions per year and what activities do you provide.	50 sessions each year = £4,375. The activities vary each week but usually follow a pattern of: <ul style="list-style-type: none">• Week 1 - seated exercise• Week 2 - craft activities• Week 3 - singing and music activities• Week 4 - bingo, dominoes, quiz and puzzle activities
Resources you provide and the activities requiring the resources.	The resources are for craft and planting and include: Easter activities: Decorating Easter eggs = £52. Christmas activities: Paints = £31 and cookie decorating = £38. Singing activities: Paper and printing of song book x 30: £60. Planting activities: Compost and plants = £94 and pots = £115. Exercise activities: balls, nets, bean bags etc. These are one off expenditures. We hope to increase the variety of exercises. Mental agility activities: quizzes, paper, felt tips etc. = £30 Party activities: For special occasions, Christmas and the club's anniversary – table decorations and lights and prizes = £60.
What is the cost element for the food.	The food element varies each week. Tea, coffee and biscuits, and a two-course meal every week. Lasagne and garlic bread followed by lemon merengue pie, shepherd's pie and green beans, followed by ice cream and fruit compote, quiche, salad and chips followed by ginger sponge and custard. The cost varies from £40 to £60 depending on the menu and numbers.

Do you receive any support from Ribble Valley Dementia.

Weekly donations vary. The carer is not expected to contribute, we usually receive enough to cover the food and the cost of the person who takes the seated exercise once a month

3. Lancashire School Sailing Association (LSSA)

The Budget Committee at its meeting on 29 May 2025 reviewed a grant request from LSSA for £2,452 as a contribution towards improvements to the Spade Mill Gate entrance, which currently opens directly onto the B6243, Lower Road.

LSSA wish to introduce a 'recessed entrance' so vehicles can be parked off the road whilst opening and closing the gates. The purpose of the application was to cover the costs associated with both the professional fees for preparing the Gate Entrance Designs and submitting Planning Documentation, totalling £2,452.

The LSSA NatWest bank statement, provided with the application showed a balance of £4,665 as at 9 April 2025.

Having reviewed the application, the Budget Committee authorised the Clerk to contact LSSA requesting additional information; regarding the number of people from the Longridge area that participate in the sailing activities, what LSSA do to encourage Longridge residents and schools to participate in sailing activities, and who else they had approached for funding towards the costs of the Spade Mill Gate entrance.

The responses to the request for additional information is shown in Appendix 1 to the Report.

4. Members are recommended:

- a. To note the responses from the Dementia Support Group and the LSSA
- b. Authorise the Clerk to make the necessary arrangement to pay the grant of £3,000 to the Dementia Group.
- c. To reconsider the grant request from the LSSA, now that the requested information has been provided.



Spade Mill Reservoir – Entrance Gate LTC Grant Application Information

16, Lostock Road,
Croston,
Leyland,
Lancashire.
PR26 9HT
19th June 2025

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

Dear Micheal,

Following our grant application submission to Longridge Town Council Grant (11th April 2025) to cover the Professional & Planning Fees of £2,452 for the proposed new Spade Mill Entrance Gate on Lower Road Longridge please find below additional requested information.

Background - Lancashire School Sailing Association is a registered charity 1169755 we are a membership organisation of Voluntary Youth Groups & Schools from across Lancashire including Blackpool and Blackburn with Darwen. It's important to appreciate we approve (Validate) annually all our members Instructors and Coaches to ensure they meet National Governing Body (NGB) i.e. Royal Yachting Association and Paddlesports UK, criteria to deliver on-water activities safely. All NGB's have mandated 'instructor to pupil' ratios meaning most sessions run on water will be in small groups.

Q1. At the present time there are eight organisations using Spade Mill on a regular basis, usually between April to Sept, with each organisation being responsible for booking their session using the Association on-line booking system. Each group creates their own bookings as the year progresses, and based on 2024 recorded bookings we expect circa **616 Pupil Sessions** in 2025 split broadly over the following groups/numbers:-

- **Longridge Area Users**

- a. **Longridge Air Cadets** – this unit has membership of some 32 cadets plus 9 staff with their members drawn not just from Longridge but from the surrounding districts with around 6 cadets actually living in Longridge. It is expected the cadets will run circa 10 sessions with an average of 13 cadets attending per session.

130 pupil sessions

- b. **West Lancashire Scouts** – will deliver approx. 10 taster sessions for a number of local scouts groups with average 7 scouts per session, with the 2025 to include session that will include some local scouts groups e.g. Grimsargh Scout Group

70 pupil sessions

- c. **Hothersall Lodge OEC** – Will run circa 8 sessions for Belmont SEN School with an average of 10 pupils per session.

80 pupil sessions

- **Other Users**

- d. **Brookfield School** – a SEN school based in Kirkham will be running around 10 sessions with an average of 4 pupils per session

40 pupil sessions

- e. **Stonyhurst College** – based in Clitheroe will be running approx. 22 sessions with average of 9 pupils per session.

180 pupil session

- f. **Ribble Canoe Club** – based in Preston run their adult training sessions at Spade Mill and during the year we expect approx. 4 sessions with average 7 per session.

28 pupils sessions



Spade Mill Reservoir – Entrance Gate LTC Grant Application Information

- g. Education Diversity** – a SEN school from Blackpool will be running approx 8 session with 6 pupils per session. **48 pupil sessions**
- h. Mayfield School** – Based in Chorley we envisage their 4 activity days will be pupils for approx. 10 pupils per session **40 pupil sessions**

Q2. In the recent past the Association have tried to encourage young people from Longridge to use Spade Mill, the big difficulty being a lack of qualified volunteer instructors and coaches available to help with this effort. We did manage to run a couple of ad-hoc sessions over the last three years, and although we offered training and development to these groups, we still come to same situation of lack of volunteers who are willing to get involve.

Over a period of time we spoke to several Longridge groups and individuals such as Andrew & Angie at Longridge Community Gym (2021) along with Gail Barton at Ribble Valley Development (2021). We did manage to get a group out with Rev Simon King at St Lawrence with St Pauls Youth Group as their report below (2023) however this again didn't progress due to lack of volunteer instructors.

The Association held an 'Open Meeting' at Longridge Town Council Offices on 7th Nov 2023 facilitated by Jessica Dibble with several potential youth groups. We came to the conclusion that the short term solution would be to purchase 'fee-lance' instructors with a longer term fix to recruit volunteers and fund their training and development.

The Association would be willing to work with Longridge Town Council to collate costs for a multiyear funding application, perhaps through a Ribble Valley grant application, to pay for free-lance instructors to deliver sessions for Longridge young people. More importantly this funding could also be used to develop the watersport skills for local volunteers, starting their journey to be instructors.

Q3. At the present time we have not applied to any other organisation to contribute to this part of the gate costs. We have however submitted a £20K grant application to Ribble Valley Borough Council for 'Ribble Valley Shared Prosperity and Jubilee Fund' for the actual construction costs. The council should be aware there is a timing issue with the Ribble Valley Shared Prosperity Application in that we will need planning approval in place to make an eligible submission, and we had hoped to achieve this with the £2,452 funding from LTC.

Finally there is an open invitation for Longridge Town Councillors or officers to come and visit Spade Mill venue, please provide a contact name / mobile and I'll make arrangements.

I can be contacted on my mobile 07752 926 582, if you need more information.

Yours Sincerely

J McCann

John McCann
Chair LSSA Trustees
<https://www.lancashireschoolsailing.org/>

cc: LSSA Vice Chair, LSSA Treasurer

Spade Mill Reservoir – Entrance Gate

LTC Grant Application Information



The Log

Fifteen

YOUTH GROUP

I'd rather have a kayak than a wife!

"Believe me, my young friend, there is nothing - absolutely nothing - half so much worth doing as simply



messing about in boats." Said Toad, in Kenneth Grahame's classic children's book, *The Wind in the Willows*. After our day out in canoes on Spade Mill, I know for certain that the church Youth Group would wholeheartedly agree with him.

Sun cream, plenty of water and hats was the order of the day, on a glorious Saturday morning as the group arrived at the local reservoir. We had arranged to take advantage of a free taster session, organised by the Lancashire Schools Sailing Association (LSSA). A local charity, run by volunteers, it promotes water sport for young people across the county. Operating from two centres one at Fishmoor,



Blackburn and the other at Spade Mill here in Longridge, the LSSA supplied all the safety equipment, Canadian canoes, and instructors for a full day of paddling and aquatic team games.

The morning session began with a comprehensive safety briefing from Geoff, the lead instructor. Although some authorised sailing is permitted on the reservoir, swimming is strictly forbidden. As tempting as the cold water looked on a hot day, Geoff explained that even those who consider themselves to be the best swimmers have got into serious trouble here in the past. As a precaution, all the members were each given their own correctly fitted buoyancy aids, which were to be worn, at all times, on or near the water. Fully briefed and kitted, and under the bemused gaze of the various local anglers, the young people split into two groups before lowering their boats into the water. At first, off balance, it wasn't long before they were paddling off to the far side of the reservoir for more instruction. Over the course of the day, there seemed to be a fair amount of standing, then jumping, then switching positions in the boats. There was also a good bit of friendly rivalry when the two teams raced each other. From the shore however, the most memorable part of the experience was the amount of laughter coming from both crews as they paddled, splashed and sang their way from one shore to the other.

I'm not sure who first started to sing "I'd rather have a kayak than a wife!" The chorus had started during the last session of the day. At about 3 O'clock, the group landed on the shore for the last time. Each of them drenched from splashing, yet grinning from ear to ear, I could certainly say that they had enjoyed the experience. Thanks to John McCann, the Chair of LSSA, and his team for making the day possible, I don't think it will be long before we are sailing again.

Rev. Simon King.

Agenda Item 8

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	9 July 2025
Title:	Hosting a Mayoral Charity Ball.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider hosting a Mayoral Charity Ball in October 2025.

2. Introduction.

This report proposes that Longridge Town Council host a Charity Ball on Saturday, 25 October 2025, at Longridge Golf Club to raise funds for the mayor's designated charities; Ribble Valley Dementia and Longridge Town Football Club, while fostering community engagement and promoting Longridge as a vibrant civic hub

The event will accommodate 100 guests at £50 per ticket, with estimated costs and revenue detailed below. Members are requested to consider the financial, logistical, and community benefits of this event, including inviting civic dignitaries from Ribble Valley and surrounding areas to enhance its profile.

3. Financial Considerations.

The table below sets of the financials.

Item	Revenue £	Costs £
Ticket Sales. 100 x £50	5,000	
Three-course meal. £26 per head x 100		2,600
Welcome drinks. Provided by Council		200
Table decorations. Provided by Council		150
DJ and MC. Estimate of costs		750
Venue hire fee. <i>This has been waived.</i>		0
Contingency.		200
Totals:	5,000	3,900
Projected surplus for charity £:	1,100	

4. Event Details and Considerations.

Longridge Golf Club is a prestigious and accessible venue, offering suitable facilities for a formal event. Its reputation for hosting events ensures a high-quality experience for guests.

The event will:

- Target 100 attendees, including local residents, businesses and community members, civic dignitaries from the Ribble Valley and neighbouring areas.
- Be promoted through local channels (e.g., social media, council website) and targeted invitations to dignitaries.

Ticket Sales will be managed through a council-managed platform and in-person at council offices.

5. Other Charity Activities

To enhance the Charity Ball and maximise its fundraising potential and community impact, a range of charitable activities are suggested for inclusion during the evening.

These activities are designed to engage the 100 attendees, while aligning with the event's goal of raising funds for local charities. Each activity is low-cost, easy to implement, and suitable for the formal yet festive atmosphere of the ball.

- Silent Auction
- Raffle with local prizes
- Pledge Drive
- Heads or Tails

6. Charity Integration with the Evening's Schedule.

19:00: Guests arrive, receive welcome drinks, and browse silent auction items. Raffle tickets sold at entry.

19:30: Dinner begins, with pledge envelopes/QR codes on tables.

20:30: Charity spotlight and pledge drive during dessert, led by the MC.

21:00: Heads or Tails game to energise the crowd before dancing.

21:30: Dancing begins, and silent auction bidding ongoing.

22:30: Announce raffle winners and silent auction results, close pledge drive.

23:00: Event winds down, final donations collected.

7. Benefits of hosting the Charity Ball

- **Community Engagement:** Strengthens Longridge's sense of community by bringing together residents and dignitaries for a shared cause.
- **Fundraising:** Generates a projected £1,100 for local charities, directly benefiting Longridge residents.
- **Civic Pride:** Showcases Longridge as a proactive and vibrant town, reinforcing its reputation within Ribble Valley and beyond.
- **Networking:** Provides an opportunity for council members to connect with regional dignitaries, fostering partnerships and collaboration.

8. Members are recommended:

- a. To approve the Charity Ball as set out in this report for 25 October 2025 at Longridge Golf Club with a ticket price of £50.
- b. Request the Clerk to contact Longridge Golf Club to secure the date.
- c. Appoint council members to an Organising Committee to oversee logistics, ticket sales, and dignitary invitations.
- d. Begin promoting the event in September 2025 through local media, social platforms, and direct invitations.

Agenda Item 9

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	9 July 2025
Title:	Asset Policy and Register.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To seek approval of an updated Asset Policy and Register as attached to this Report as Appendix 1.

2. Recommendation.

Members are recommended to approve and adopt the Asset Policy and Register.



For Information

Asset Policy and Register 2025/26

Adopted:
Chairman:
Minute Ref.:

*Administered by Clerk and Responsible Financial Officer to
Longridge Town Council.*

To be reviewed annually.

1. Background.

Local Councils must maintain an asset register to ensure fixed assets are appropriately safeguarded. The Register is confirmed by the Council at the end of each financial year however as the register is a working document, it will be update and amended as necessary.

2. Purpose of the Asset Register.

An asset register is the starting point for any asset control system as it:

- Facilitates the effective physical control over assets.
- Provides the information that enables the Council to make the most cost-effective use of its capital resources.
- Ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- Collates information about each Council asset and makes it available to all Council members.
- Provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance.
- Supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held.

The values indicated in the asset register will inform the 'total fixed assets' section of the AGAR Annual Return.

- Forms a record of assets held for insurance purposes.

The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the asset register.

3. Scope of the Asset Register.

3.1 Assets Included.

The definition of fixed assets are property, plant and equipment with a useful life of more than one year as used by the Council to deliver its services.

To ensure transparency and reasonableness, the following items are **included** in the Council's asset register, whether purchased, gifted, or otherwise acquired:

- Land and buildings held freehold or on long term lease in the name of the Council.
- Community assets.
- Vehicles, plant, and machinery.
- Assets considered to be portable, attractive or of community significance.
- Other assets estimated or known to have a minimum purchase or resale value of £250.
- Long term investments, shares and loans made by the Council.

3.2 Assets not Included.

The following items fall outside the definition for inclusion and are therefore **excluded** from the Council's asset register:

- Land and buildings held on short term lease or rented.
- Land and buildings maintained or serviced but not owned by the Council.
- Assets rented by or loaned to the Council.
- Stock items intended for resale.
- Stationery and other consumable items.
- Boundaries of land owned (e.g., fences, hedges, and gates).
- Floor or land surfaces and drainage.
- Plants and trees.
- Assets with a purchase or resale value of less than one hundred pounds (other than items listed as for inclusion on the asset register).
- Repairs.
- Cash, short term investments and other current assets.
- Intangible assets (e.g. trademarks, internet domain names, contingent assets, broadcast rights).
- 'Negative' assets (e.g., provisions, borrowings, creditors and contingent liabilities).

3.3 Disposal of Assets

A section of the Asset Register will contain a schedule of disposals.

4. Asset Valuations

For authorities (such as Longridge Town Council) covered by the Joint Panel on Accountability and Governance an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

Based on available information, assets are valued by one of the following means:

1. The purchase price.
2. The insurance valuation is applied where it is not possible to trace the purchase price of the asset.
3. A nominal value of £1 is applied as a last resort.
4. A nominal value of £1 is used for assets gifted to the Council.

5. Procedure for updating the Asset Register.

The start point is the Asset Register that has been agreed for the end of the previous financial year.

- The financial accounts should be reviewed for all purchases made during the year. A discussion should be held to identify any assets that have been gifted to the Council. Any new assets which fall in the categories stated at 3.1 above should be added to the Asset Register, with their values recorded at the purchase price or at £1 if gifted to the Council.
- The financial accounts should also be reviewed for all asset sales made during the year.
- A discussion should be held to identify any assets that have been lost, disposed of, or gifted by the Council.
- Any assets which fall in the category stated at 3.3 above should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register should record any assets loaned by the Council, including the person or organisation borrowing the asset, its location, and the date when the loan period ends.
- A 'stock take' of Asset Register items should occur to ensure that all asset register items can be physically verified. Any assets which cannot be located should be removed from the Asset Register and recorded in the schedule of disposals.
- The Asset Register, schedule of disposals and this policy will be reviewed annually by the Town Council and approved by the Council at the same time as the approval of the Annual Return.

6. The Asset Register

- Where the purchase value is unknown or is gifted to the Council a nominal figure of £1.00 is used.
- A replacement value is inserted for insurance purposes.
- The Total Value figure will be inserted into Box 9 in the AGAR Annual Return and represents the total value of the Council's fixed assets.

						Value £		
#	Asset	Location	Acquired	Purchase Cost £	QTY	Total	Replace	Disposal/Comments
1	Station Building. See note 1.	Berry Lane.	1973	1.00	1	716,359	0	Last valuation carried out in 2023.
2	Civic Furniture. See note 2.	Various locations	1973	1.00	1	1.00	0	Used condition. Acquired at time of local government reorganisation in 1973/74.
3	Two heritage lampposts and two wall mounted lights.	Outside the Station Building	2011	2,603	1	2,603	7,000	Repaired and serviced in September 2024 and all working.
4	Towneley Gardens. Lectern and seats/tables	Towneley Gardens	2018	780	1	780	0	In need of refurbishment
5	Towneley Gardens. Metal Arch	Towneley Gardens	2018	8,573	1	8,573	0	In need of refurbishment
6	Public benches.	Throughout Longridge	Various	312.5	8	2,500	5,200	Lower Lane bench (Loop) hed and two memorial garden benches refurbished in June 2025
7	Large plastic planters. Council Crested	Various locations in Longridge	2024	4,919	10	4,919	5,000	Purchased Sept. 2024, installed on Berry Lane, Remembrance Gardens, outside Council Offices and Towneley Gardens.
8	Notice Board (glass fronted)	On wall at entrance to Station Cafe	2015 estimate	300	1	900	0	Used solely by the Town Council
9	Direction signage	Outside Station Building Berry Lane	2024	3,036	1	3,036	4,000	Installed in 2024 after damage to previous sign.
10	Defib. cabinet and keypad.	On Station Building wall	2024	1	1	1	850	Gifted
11	Defibrillator with pads	On Station Building wall	2023	995	1	995	1,000	Initially indoors at the Heritage Centre Office.

						Value £		
#	Asset	Location	Acquired	Purchase Cost £	QTY	Total	Replace	Disposal/Comments
12	Bleed Control Cabinet and kit.	Outside Station Building	2024	516	1	516	516	
13	Remembrance seats.	Outside Station Building	2018	1,807	4	1,807	2,500	
14	Remembrance 'Tommy.'	Outside Station Building	2018	395	1	395	400	Good condition
15	War Memorials flagpole.	Outside Station Building	2018	4,999	2	4,999	5,500	Good condition
16	War Memorial Flag	Outside Station Building	2024	299	1	299	300	
17	Office Equipment See note 3.	Station Building	2020	1,200	1	1,200	2,500	Includes PC's, printer, etc., for council administration.
18	Heritage Centre exhibits	Station Building	2010	5,000	10	5,000	6,000	Estimated value of displays/items.
19	Regalia and Armorial Bearings (mayoral chains). See note 4	Stations Building	2016	9,993	1	9,993	15,000	
20	Millennium Cross and Plaque	Berry Lane.	1999	10,406	1	10,406	17,000	Acquired in 1999. LTC rent the plot from RVBC.
21	WW1 Stone Memorial.	Drivers Walk.	2018	1.00	1	1.00	10,000	Cleaned most years.
22	Gazebo	Station Building	2016	689	1	689	1,000	Usually stored in Council Office
23	Play Equipment	Kestor Lane play area.	2011	7,915	1	7,915	10,000	Community asset. Opened in April 2011. RVBC own LTC maintain.
24	CCTV cameras all but 1 attached to Station Building. Monitor in Council Office.	Station Building.	2019	6,000	8	6,000	8,000	Serviced and all working February 2025
25	Festive lights	Mainly on Berry Lane	2024	6,006	10	6,006	6,500	Lights are fitted on suitably adapted lampposts
26	Lamppost brackets	Berry Lane & Derby Road	2024	5,298	54	5,298	5,500	For banner displays.

						Value £		
#	Asset	Location	Acquired	Purchase Cost £	QTY	Total	Replace	Disposal/Comments
27	VE Day banners	In storage till required	2025	716.04	15	716.40	750	
28	VE Day large flag	In storage till required	2025	23.98	1	23.98	25	
29	IP phone system	Council Office	2025	552.12	1	552.12	560	New system installed December 2024
30	BT red phone box	Kestor Lane	2024	1	1	1	0	Adopted from BT to house a defib.
Totals						802,485	115,101	

Notes:

1. Station Buildings: Longridge Town Council is headquartered in the former Longridge Railway Station buildings on Berry Lane.

The Premises were acquired at the time of local government reorganisation in 1973/74. Major capital development funded by a grant from the Heritage Lottery Fund (£221,600) and other donors took place in 2009, to convert the building into a Heritage Centre, café, meeting rooms and Council Offices. The building was leased to LSEC (on a 60-year lease) but surrendered back to the Council on 1 June 2018. The redevelopment cost £445,364. The last valuation of £716,359 in 2023 was a rough estimate based on typical renovation costs for such a project.

2. Town Council Civic Furniture: The Town Council acquired a full set of civic furniture at the time of local government reorganisation in 1973/74.

The set comprises fifteen oak and leather chairs with town crest, three council chamber tables constructed of oak and leatherette inlay, and a wall mounted glass fronted display cabinet. The original purchase price is unknown as the furniture dates to the 1940's.

In 2011 the fifteen chairs underwent complete restoration at a total cost of £3,613.70. The future use of the remaining furniture, comprising three oak table and wall cabinet, is to be resolved and in its current condition is of nominal value.

3. Office Equipment: The Town Council equips an office for the Town Clerk. It comprises an office chair acquired in 2011 and cost £99, one four-drawer grey metal filing cabinet the original purchase price is unknown. In 2011 the Town council received an offer of second-hand items for a donation of £50, and this comprised a three-drawer filing cabinet and two oak printer stand units, one with drawers, the other with a single shelf. In 2013 the Town Council purchased a lockable tambour door shelving unit at a cost of £259. A printer was purchased in November 2015

at a cost of £175 and in March 2014 office equipment at a cost of £624.50. The printer was replaced in March 2025 for one on rental. In 2021 a laptop was purchased for £739.17 and in 2023 a shredder was purchased for £250.00.

- 4. Regalia & Armorial Bearings:** The original purchase price is unknown. The last market valuation was £9,993. In 2016 ten silver and gilt discs and rings were purchased for the mayoral chains for £695.
- 5. Public Benches:** A grant of £500 was approved in 2023 by LCC for bench replacements, suggesting ongoing maintenance of such assets. The £2,500 value assumes multiple benches acquired over time.
- 6. Other Assets:** Items like notice boards, office equipment, and heritage centre exhibits are typical for a town council managing public spaces and administrative duties. Values are estimated based on standard costs.
- 7. Exclusions:** Assets like leased land, roads maintained by LCC, or intangible assets (e.g., website domains) are excluded per standard practice.

Limitations:

- This is not an official document, an official asset register would require access to council minutes, financial ledgers, and physical inventories, from 1974 and earlier, which are not readily available.
- Specific acquisition dates and costs are placeholders; actual records would be needed for accuracy.
- The Town Council may own additional assets (e.g., war memorials, allotments, or leased properties) not mentioned in public sources.

7. Other Assets in Longridge.

Based on available information, and confirmation from RVBC, below is the ownership of specified assets in Longridge.

7.1 Kestor Lane Playing Field:

Owner: Ribble Valley Borough Council.

Evidence: RVBC has funded and managed improvements at Kestor Lane, including a £70,000 play area revamp (2022) and a £100,000 pump track (2025). The site was registered as a Centenary Field in 2018 by RVBC, protecting it in perpetuity.

Note: The area includes a play area, pump track, skate park, outdoor gym, and pitches. Both the skatepark and gym are leased to the Town Council.

7.2 John Smiths Playing Field:

Owner: Ribble Valley Borough Council.

Evidence: A 2014 report indicates RVBC secured a £24,000 grant from Sita Trust for new play equipment at John Smith's Playing Field, and RVBC condemned the old facilities in 2013. The park was awarded Diamond Jubilee Status in 2013, and is managed by RVBC.

Note: The Longridge Social Enterprise Company was involved in identifying improvements, but RVBC oversaw the project.

7.3 Mardale Road Playing Field (Brian Holden Memorial Playing Field):

Owner: Ribble Valley Borough Council.

Evidence: RVBC funded a £300,000 refurbishment of Mardale Playing Fields (renamed Brian Holden Memorial Playing Field in 2023) using the UK Shared Prosperity Fund and a community levy. The RVBC leader and mayor were involved in the renaming ceremony, and RVBC is consistently referenced as managing the site.

Note: The site includes playing pitches, a pavilion, and a car park, all refurbished under RVBC oversight.

7.4 Towneley Garden:

Owner: Likely Ribble Valley Borough Council.

Evidence: RVBC allocated £100,000 from the UK Shared Prosperity Fund for a proposed events space at Towneley Garden, with DK Design Associates contracted for design work in 2024–2025. Two members of Longridge Town Council were consulted on the design at a meeting in May 2024, but RVBC is leading and funding the project, suggesting they own or control the land.

Agenda Item 10

For Information/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	11 June 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 have provided comments to RVBC since the last meeting.

Application: 3/2025/0365

Proposed change of use of existing summer house in rear of garden to dog grooming parlour

[Planning Application - Ribble Valley Borough Council](#)

- Can RVBC ensure that Environmental Health look at the application and maybe impose time limits on use, or limit the number of dogs on site at any one time.
- Parking may be an issue as this is a residential area.

3. Members are recommended to:

Note the report.

Agenda Item 11

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	9 July 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 11/06/2025.

Minute 2506011/	Action	Who	Update
2.a	Contact Cllr. Beacham regarding her non-attendance at Council meetings.	Cllr. Jackson	Complete
2.b	Formally write to Cllr. Beacham, if the outcome of the conversations between Cllrs. Jackson and Beacham are not forthcoming.	Clerk	Complete
No action from the letter: <i>If no action is taken by Monday 30 June 2025, the Council will be required to declare your seat (Dilworth) vacant, as per the legal obligation outlined in Section 85 of the Local Government Act 1972.</i>			
7.c	Look at the costs associated with running the Station Building, compared to the income it receives.	Clerk	This meeting
9.j	Contact those organisations that regularly submit grant applications and remind them to submit application as early as possible and that retrospective applications will not be considered.	Clerk	Complete
9.k	Submit a report to each Full Council meeting, setting out the grants the Budget Committee have considered and the outcome.	Clerk and Cllr Walker	Noted
10.b	Set up a VJ Day working group to consider what events and activities could take place and any associated costs.	Clerk	Complete
14.b	Introduce an improved method for soliciting councillor comments on planning applications.	Clerk and Cllr Walker	Complete
18.b	Remind all Councillors that if they engage in any activity in Longridge, they should inform the Town Council.	Clerk	Complete

3. 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

4. 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	Noted
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	Ready for submission
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	Ongoing

5. 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	Clerk	Complete

	their level of reserves and provide the benefits the residents of Longridge receive.		
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
10b	Prepare a report to a meeting of the Estate Committee regarding the adoption of other phone boxes in Longridge, if and when they become available for adoption.	Cllr Jackson and the Clerk	No longer required
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
15b	Submit a report to a future meeting of the Estates Committee on the relationship between the Town Council and the Civic Hall.	Clerk	Noted
17	Arrange a convenient time when the applicant can be interviewed by current councillors	Clerk	No longer required

6. 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 and 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 the use of banners and festive lights on columns where the council had installed brackets and electric sockets.	Clerk	Noted
9.3	Discuss Townley Gardens with RVBC and Borough Councillors and report back to the Town Council.	Cllr. Jameson	No longer required
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

7. 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 Parish Council 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.
11b	Contact RVBC regarding inserting the council ward on planning applications and decisions.	Cllr. Jameson	No longer required
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 and 15/05/25 and have been completed and removed from the list.

8. Members are recommended:

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

Agenda Item 12

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	9 July 2025
Title:	Ribble Valley Shared Prosperity and Jubilee Fund
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the Expression of Interests (EOIs) submitted to RVBC.

2. Introduction.

Members will recall that the Clerk submitted six expressions of interest for funds from the UKSP and Jubilee Fund.

3. Update.

All the EOIs received by RVBC were considered by Policy and Finance Committee on 17 June 2025. The EOIs will now be considered by the Shared Prosperity and Jubilee Fund Working Group, with their recommendations on which projects will be invited to submit a full application reported to Policy and Finance Committee on 16 September 2025.

4. Members are recommended.

To note the update.

Agenda Item 13

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	9 July 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. Key Developments Since June 2025

Funding and Policy Announcements at the LGA Conference (July 2025):

On July 3, 2025, Deputy Prime Minister Angela Rayner announced at the Local Government Association (LGA) Conference a simplification of funding pots for economic growth and the introduction of a new Local Government Outcomes Framework. This framework aims to streamline funding allocation and enhance local authorities' ability to deliver growth-oriented projects. The focus is on empowering local leaders to tailor solutions to regional needs, which could benefit parish councils like Longridge by providing clearer access to growth funds.

Progress on Devolution Priority Programme (DPP):

The DPP, announced earlier in 2025, continues to fast-track devolution in six areas: Cumbria, Cheshire & Warrington, Greater Essex, Hampshire & Solent, Norfolk & Suffolk, and Sussex & Brighton. These areas are working towards establishing Mayoral Strategic Authorities (MSAs) with mayoral elections scheduled for May 2026.

Lancashire, relevant to Longridge Town Council, is in a unique position. In March 2025 it established a non-mayoral Combined County Authority (CCA). It is now reviewing options to deepen devolution, potentially aligning with the DPP for mayoral devolution by autumn 2025. This could impact Longridge by introducing a regional mayor with powers over transport, skills, and economic development, affecting how the town council collaborates with higher-tier authorities.

Local Government Reorganisation (LGR):

The government's push to replace two-tier systems (county and district councils) with unitary authorities continues, with a target population of around 500,000 per unitary council. Since June 2025, areas in the DPP have been refining their reorganisation proposals, with final submissions due by September 26, 2025. Shadow elections for new unitary councils are planned for May 2026, with vesting in April 2027.

For non-DPP two-tier areas, including parts of Lancashire, interim plans were submitted in by March 2025, and full proposals are due by November 28, 2025. Shadow elections are expected in May 2027, with new unitary councils vesting in April 2028. Longridge, as part of Ribble Valley Borough Council (a district council under Lancashire County Council), may see its governance structure affected if Lancashire opts for unitarisation.

On June 3, 2025, Minister of State for Local Government and Devolution Jim McMahon emphasised the importance of areas submitting final proposals as a single submission with a shared evidence base. Funding of £135,000 plus 20p per person has been allocated to support collaborative proposal development, encouraging data sharing among councils.

English Devolution Bill:

The government plans to introduce the English Devolution Bill later in 2025, expected to be passed in 2026. This bill will codify the devolution framework, establishing Strategic Authorities (Foundation and Mayoral) and granting new powers over transport, housing, skills, and economic development. It will also enable mayors to raise precepts for a broader range of functions, including bus services and adult skills, which could indirectly support parish councils by improving regional infrastructure.

The bill aims to “rewire” the relationship between town/parish councils and higher-tier authorities, strengthening community engagement. **For Longridge Town Council**, this could mean enhanced consultation roles in strategic planning, ensuring the town’s needs are better represented in regional decisions.

Spending Review and Financial Support:

The 2025 Spending Review, announced on June 12, 2025, outlined £1.3 billion in new grant funding for local government in 2025/26 to support core services. Additionally, £15.6 billion was allocated for Mayoral Combined Authorities starting in 2027/28, with some urgent transport projects funded earlier. This funding could benefit Longridge through improved regional transport or economic initiatives led by a future Lancashire mayor or strategic authority.

The government is transitioning from the UK Shared Prosperity Fund to long-term growth funds, emphasising transparent, need-based allocation over competitive bidding. Parish councils like Longridge could access these funds through collaboration with higher-tier authorities for community projects.

Community Engagement and Parish Councils:

The Devolution White Paper emphasises strengthening the role of town and parish councils in community engagement. **Longridge Town Council** could leverage this to enhance its influence on local issues like planning or community assets, particularly as new unitary councils or strategic authorities are formed. However, concerns remain about resident representation, with the Housing, Communities and Local Government Select Committee noting potential loss of local voice in larger unitary structures.

The government is consulting on powers to suspend councillors for code of conduct breaches and establish a national body for serious complaints, which could affect parish councillors’ accountability.

3. Summary

Since June 2025, the UK Government has accelerated its devolution agenda through funding commitments, the Devolution Priority Programme, and preparations for the English Devolution Bill.

For Longridge Town Council, these changes present opportunities to enhance community engagement and access new funding, but also challenges in navigating potential unitarisation and ensuring local voices are heard in larger strategic authorities. The council should stay informed, engage with Lancashire's devolution review, and leverage the government's focus on parish councils to advocate for Longridge's priorities.

4. Members are recommended.

To note the update.

Agenda Item 14

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	9 July 2025
Title:	Terrorism Act 2025 – Martyn’s Law.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the impact, if any, on the introduction of Martyn’s Law on the Town Council.

2. Introduction.

The UK’s Terrorism (Protection of Premises) Act 2025, commonly known as Martyn’s Law, received Royal Assent on April 3, 2025, and introduces requirements for public venues and events to enhance security against terrorist threats.

Below is an analysis of how this legislation may impact events organised by Longridge Town Council, and other organisations in Longridge for example Field Day and GLAS.

3. Key Provisions of the Act Relevant to Longridge Town Council.

The Act applies to publicly accessible locations (PALs) and events where the public has access, whether ticketed or free, and establishes a tiered approach based on the number of individuals expected to be present:

Standard Tier (200–799 individuals): Events or premises expecting 200 to 799 people at any one time fall under this tier. Requirements focus on simple, low-cost measures to improve preparedness for a terrorist attack. These include:

- Notifying the Security Industry Authority (SIA), and the person who has responsibility for the premises or event.
- Implementing public protection procedures to reduce the risk of harm in case of an attack. These procedures involve planning for evacuation, invacuation (moving people to a safe place within the premises), lockdown, and communication with attendees. These measures are designed to be proportionate, requiring no physical installations or significant financial investment, primarily involving time for planning and training.

Enhanced Tier (800+ individuals): Events expecting 800 or more people require additional measures, such as:

- Considering and, if reasonably practicable, implementing public protection measures to reduce vulnerability to terrorist attacks (e.g., bag searches, CCTV, or vehicle checks).
- These measures are more resource-intensive and may involve costs for equipment or additional staff training.

Implementation Period: The Act includes a minimum 24-month implementation period before coming into force, giving organisers time to prepare. Statutory guidance will be published to clarify requirements, designed to be accessible without requiring specialised expertise or third-party services.

4. Impact on Longridge Town Council

Events such as festivals, markets, or public gatherings (e.g., Remembrance events, Christmas markets, or civic celebrations). The impact of Martyn's Law on these events depends on their scale and nature:

Small-Scale Events (Under 200 Attendees):

Events with fewer than 200 attendees are not in scope of the Act and thus face no new legal obligations. For example, small council meetings, local workshops, or minor community gatherings would likely be exempt unless they are held at a qualifying premises.

Medium-Scale Events (200–799 Attendees):

Events like a civic parade, town festival or market with 200–799 attendees fall into the standard tier. The council would need to:

- Notify the SIA of their responsibility for the event.
- Develop public protection procedures, such as plans for evacuation, lockdown, or communication in case of a terrorist incident. For instance, if Longridge Town Council hosts a Christmas market in a public space like Berry Lane, they would need to create a basic response plan outlining how attendees would be directed to safety.
- These requirements are intended to be low-cost, focusing on planning and staff awareness rather than physical security measures like barriers or CCTV. Costs would primarily involve staff time for training or planning.

Large-Scale Events (800+ Attendees):

If Longridge Town Council organises or hosts larger events (e.g., a major community festival or concert with 800 or more attendees), these fall into the enhanced tier. The council would need to:

- Implement additional security measures, such as bag searches, vehicle checks, or CCTV monitoring, if reasonably practicable.
- Conduct a risk assessment to identify vulnerabilities to terrorism and address them. For example, a large outdoor event in Longridge Civic Hall or a public park might require coordination with local police to assess risks and plan security measures.
- These measures could involve higher costs, such as hiring security personnel or installing temporary CCTV, though the Act emphasises proportionality to avoid undue burdens.

5. Shared Spaces and Responsibilities:

For events held in shared public spaces (e.g., town squares or parks with multiple stakeholders like LCC, RVBC or private landowners), the Act's requirements may be complicated by unclear responsibilities. The council would need to collaborate with other parties to clarify who is responsible for security measures, especially in enhanced-tier events. The legislation's dispute resolution system (clauses 18–20) may not fully cover shared spaces, so coordination with bodies like the Ministry of Housing, Communities and Local Government could be necessary.

For example, if Longridge Town Council hosts an event in a park with shared access roads, they may need to work with local authorities or private owners to ensure consistent security planning.

6. Financial and Practical Support:

The Home Affairs Committee raised concerns about the potential burden on small organisations, including local councils, particularly for standard-tier requirements. The government has committed to ensuring measures are proportionate, and statutory guidance will aim to minimise costs.

During parliamentary debates, questions were raised about financial support for local authorities to meet these obligations, including training for council staff. While no specific funding commitments were detailed, the government is working with the Ministry of Housing, Communities and Local Government to support local authorities. Longridge Town Council may need to seek clarification on available training or resources during the implementation period.

7. Timeline for Compliance:

With the Act's implementation period extending at least until April 2027 (24 months from Royal Assent), Longridge Town Council has time to prepare. The Home Office will release detailed guidance to help smaller organisations like town councils understand and meet requirements without needing external consultants.

The council should begin reviewing its event portfolio to identify which events fall within the standard or enhanced tiers and start planning procedures, especially for recurring events like Remembrance parade.

8. Recommendation.

Members are recommended to note the report.

Agenda Item 15

For Information/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	9 July 2025
Title:	Vehicle Access to the Recreational Ground.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

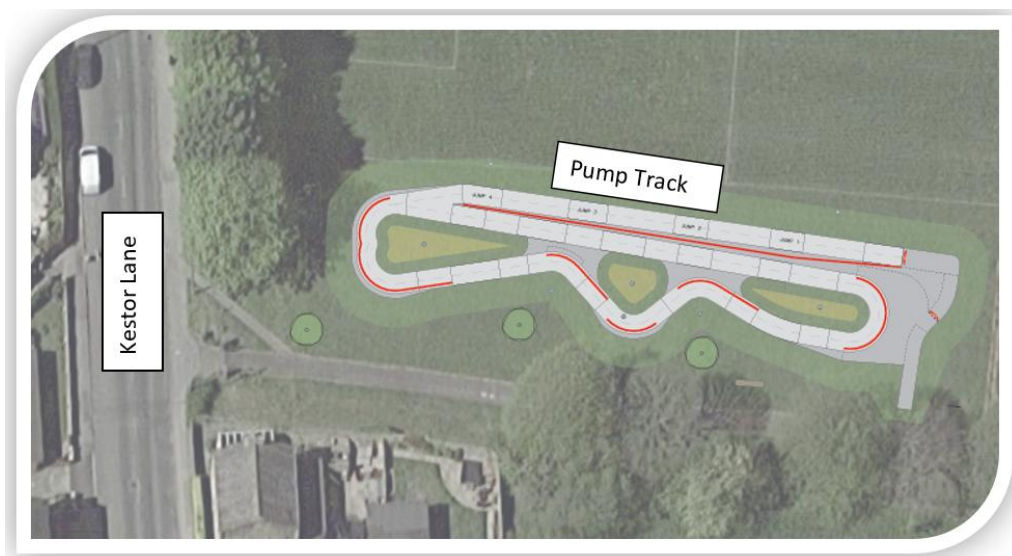
For members to consider vehicle access to the Recreational Ground.

2. Background Information.

The skatepark and gym are leased to Longridge Town Council and the area and Pump Track are owned by RVBC. The whole site was registered as a Centenary Field in 2018 by RVBC protecting it in perpetuity.

3. Update.

When setting up Field Day in June 2025, it became apparent that the newly installed pump track had impeded vehicle access to the site.



Mark Beveridge from RVBC is aware of the issue and has offered to carry out a site visit to find ways of mitigating the access problem.

4. Recent Images.

The images below were taken recently.



5. Recommendation.

Members are recommended to note the report and consider any further actions.