



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 10 September 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 9 July 2025, 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. Community Garden Lease – Approval and Execution of Legal Deeds.

Report of the Clerk enclosed, to approve the signing of the lease and to nominate two councillors to sign the lease.

8. Heritage Centre Lease – Approval and Execution of Legal Deeds.

Report of the Clerk enclosed, to approve the signing of the lease and to nominate two councillors to sign the lease.

9. Co-option of a new town councillor.

Report of the Clerk enclosed for members to consider applications from Longridge residents to become a Town Councillor.

10. Grant requests.

For members to consider grant requests from the following organisations:

- **Longridge Heritage Centre Trust £1,170.** The grant will be used to upgrade the ageing ICT equipment in LHCT's office.
- **Longridge School of Samba - £3,921.** The grant will be used to replace aging equipment.
- **Love Longridge Limited - £1,790.** (Soap Box Derby). The grant would be used for renting portable toilet facilities and hiring 2 x large skips.

11. Halloween Competition

Report of the Clerk enclosed for members to consider donating a prize to a Halloween competition being organised by Pendle Hill Properties.

ITEMS for INFORMATION/DISCUSSION**12. Mayoral Ball – Update**

Report of the Clerk (enclosed), updating members on the Mayor's Ball.

13. Planning Applications.

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

14. Update on Actions from Previous Meetings.

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

15. Ribble Valley Shared Prosperity and Jubilee Fund - Update

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

16. Banking Hub.

Report of the Clerk (enclosed), for member to consider establishing a banking hub in Longridge

17. Councillor Reports/Updates.

Reports (if any) and verbal updates.

18. Future Meetings.

2025: 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.



Longridge Town Council

Full Council – Draft Minutes

Date:	9 July 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: R. Walker (Chair), D. Jackson, N. Eccles, N. Stubbs, K. Spencer, A. Wallbank and D. Hindle.		
In attendance:	Town Clerk and two members of the public for Agenda Item 15.		
Comments:	The Town Clerk informed all present that the meeting was being recorded.		
Meeting started:	19:00	Meeting closed:	20:20

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- 1. WELCOME BY THE CHAIR.**
The Chair (Cllr. Walker) welcomed everyone to the meeting, and provided an update on the recent Mayoral duties that had been carried out.
- 2. APOLOGIES FOR ABSENCE.**
Members accepted apologies from Cllrs. Jameson, Rogerson, Rainford and County Cllr. Duxbury.
- 3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION.**
There were no declarations.
- 4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 11 JUNE 2025.**
The minutes were agreed as correct records and signed by the Chair.
- 5. PUBLIC PARTICIPATION.**
RESOLVED THAT COUNCIL:
Agree to bring forward Agenda Item 15 – Vehicle Access to the Recreational Gound.

6. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Request the Clerk continue to report on the cost of operating the Station Building to the Budget Committee.
- c. Approve the Schedule of Payments as set out in the Report and in Table 1 below.

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.

7. GRANT APPLICATIONS.

The Clerk submitted a report providing additional information regarding grant requests from the Friends of the Civic Hall and the Lancashire School Sailing Association (LSSA).

Members were 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, this information had now been provided and was presented to members.

Members were also reminded that 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. Having reviewed the application, the Budget Committee authorised the Clerk to contact LSSA requesting additional information; the responses to the request for were set out in Appendix 1 to the Report.

RESOLVED THAT COUNCIL:

- a. 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. Reject the grant request from the LSSA on the grounds that the infrastructure improvements are the responsibility of United Utilities.
- d. Request the Clerk to inform LSSA of the Council's decision and inform them that future grant requests from LSSA would be considered on merit.

8. HOSTING A MAYORAL BALL.

The Clerk submitted a report requesting members to consider hosting a Mayoral Ball.

The report proposed that Longridge Town Council host a Mayoral Ball on Saturday, 25 October 2025, at Longridge Golf Club.

RESOLVED THAT COUNCIL:

- a. Approve hosting a Mayoral Ball as set out in the 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 Cllrs. Eccles, Wallbank, Walker, Hindle and Jackson to an Organising Committee to oversee logistics, ticket sales, and invitations.
- d. Begin promoting the event through local media, social platforms, and direct invitations.

9. ASSET POLICY AND REGISTER

The Clerk submitted a report requesting members to approve an updated Asset Policy and Register.

The report noted that local councils must maintain an asset register to ensure fixed assets are appropriately safeguarded.

RESOLVED THAT COUNCIL:

- a. Approve and adopt the Asset Policy and Register.
- b. Request the Clerk to add assets as an agenda item for meetings of the Devolution Working Group.

10. PLANNING MATTERS – RELATING TO LONGRIDGE.

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

RESOLVED THAT COUNCIL:

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

11. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

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

RESOLVED THAT COUNCIL:

- a. Note the Report

Regarding Action - 11/06/2025 2.a

- 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.

12. RIBBLE VALLEY SHARED PROSPERITY FUND.

The Clerk submitted a report updating members on the expressions of interest (EOIs) submitted by the Council to RVBC.

Members were reminded that the Clerk had submitted six EOIs for grants from the UKSP and Jubilee Fund and that they had been considered by RVBC's Policy and Finance Committee on 17 June 2025 and will now be considered by the RVBC's Shared Prosperity and Jubilee Fund Working Group.

The recommendations of the Working Group, on which projects will be invited to submit a full application will be reported to Policy and Finance Committee on 16 September 2025.

RESOLVED THAT COUNCIL:

Note the Report.

13. 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.

14. **TERRORISM (PROTECTION OF PREMISES) ACT 2025, COMMONLY KNOWN AS MARTYN'S LAW**

The Clerk submitted a report updating members on the impact, if any, on the introduction of Martyn's Law on Longridge Town Council.

The Report noted that 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.

RESOLVED THAT COUNCIL:

Note the Report.

15. **VEHICLE ACCESS TO THE RECREATIONAL GROUND.**

Note: To allow public participation, this was discussed as the first substantive agenda item.

The Clerk submitted a report requesting members to consider vehicle access to the Recreational Ground.

Members were reminded that the Skatepark and Gym are leased to Longridge Town Council and the whole area and Pump Track are owned by RVBC.

The Report noted that when setting up Field Day in June 2025, it had become apparent that the newly installed pump track had impeded vehicle access to the site.

RESOLVED THAT COUNCIL

- a. Request the Clerk to set up a meeting with RVBC to discuss the matter.
- b. Suggest the installation of gates and a dropped kerb.
- c. Invite a representative of Field Day to the meeting with RVBC.

16. **COUNCILLOR REPORTS.**

Cllr. Spencer reminded members that the RVBC's Household Support Fund was due to close.

RESOLVED THAT COUNCIL:

Note the verbal updates.

17. **CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.**

Cllr. Spencer requested that for the next Full Council meeting a Longridge 'Banking Hub' should be added to the agenda.

18. **DATES OF FUTURE MEETINGS.**

RESOLVED THAT COUNCIL:

Agree that the next Council Meeting will be held on Wednesday 10 September.

Future dates:

2025: 8 October, 12 November and 10 December.

2026: 14 January, 11 February and 11 March.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

Longridge Town Council Council Offices The Station Building Berry Lane Longridge PR3 3JP		clerk@longridge-tc.gov.uk 01772 782461 07495 473 845 www.longridge-tc.gov.uk
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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: 10/09/2025

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).

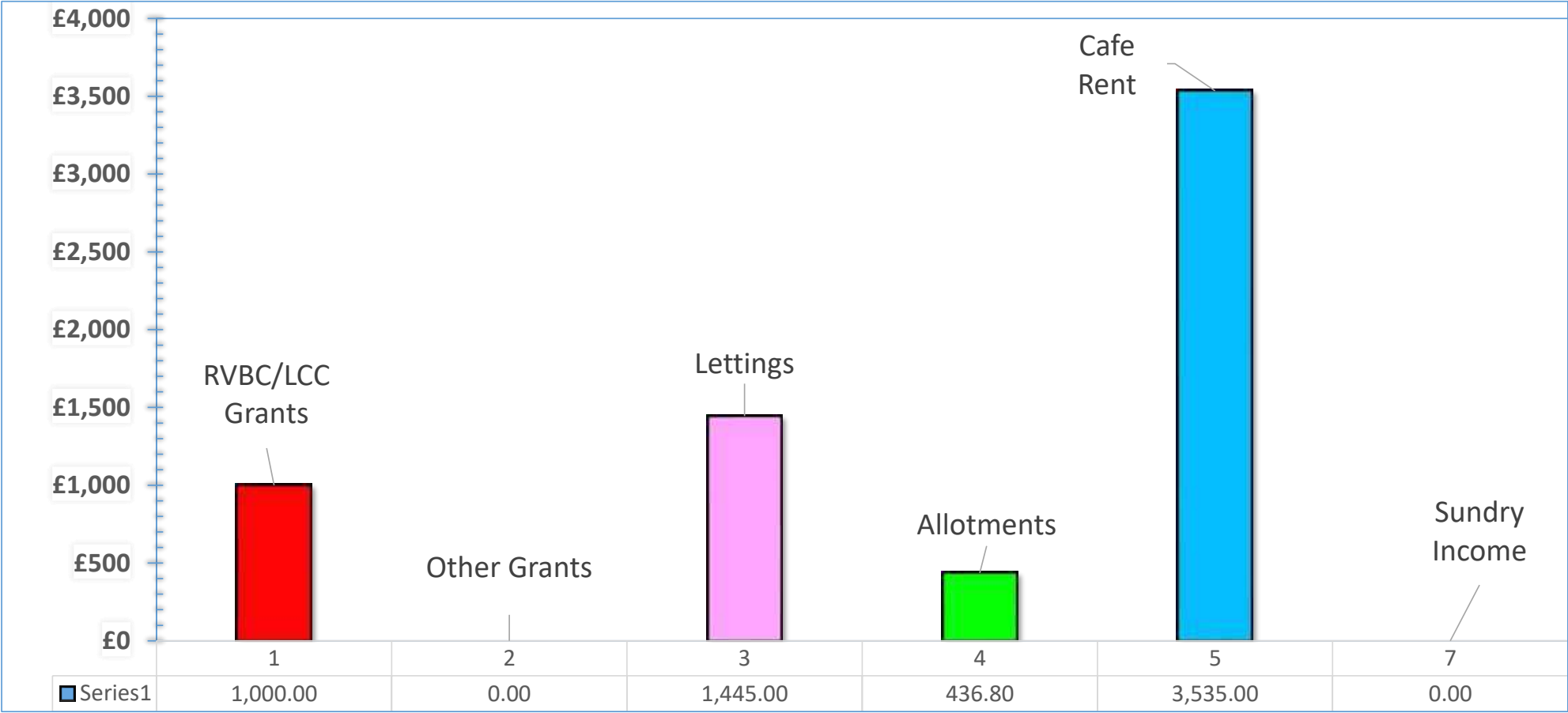
Receipts for the period 1st April 2025 to 31st March 2026.

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	The Gatherings (Andrew)					125.00						125.00
Total as at 03/09/2025:			98,195.00	3,865.51	1,000.00	0.00	1,445.00	436.80	3,535.00	1,454.41	0.00	79.82	110,011.54

Mayoral Ball - Ticket Sales: 1,100.00

Revenue Streams as at 20/08/2025



Total £ 6,416.80

Summary - Receipts and Payments at 03/09/25

£	
Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	111,338.72
Less total payments to date:	-59,084.81
Balance:	58,624.23
£	
Unity Trust Balance at 03 September 2025:	58,624.23

*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
Balance 30 April 2025:	88,290.90
Balance 31 July 2025:	88,534.10
Balance 29 August 2025:	88,607.96

Nat West - Longridge Town Council

£

Balance carried forward 1 April 2025:	£5,000.00
Balance 1 July 2025:	£5,000.00



Meeting:	Full Council
Meeting Date:	10 September 2025
Title:	Community Garden Lease
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

- To update members on the Community Garden Lease.
- To seek approval for the execution of the legal deeds.
- To confirm, as set out in the Council's Standing Orders, that any two Town Councillors can sign on behalf of the Town Council any deed required by law.
- To nominate the two Town Councillors who will sign the Lease.

2. Background.

Members will recall that at the Full Council meeting held on 9 April 2025 members agreed to adopt the plot of land from LCC for use as a community garden and accept any liabilities that may arise.

3. Update.

LCC have signed the lease and it is ready to be signed by the Town Council.

The Lease and the Plan that is referred to in the Lease are attached as Appendix 1 to the report. The Plan needs to be signed in a blank area near to the red outline by the two signatories to the Lease, no witnessing required.

The Lease itself has to be signed and witnessed on the last page. As well as signing, the signatories have to write their names and positions on the Council where indicated. The date of the resolution to sign the lease has to be written in as well as the name of the proper officer who witnessed the signatures and the signatories also sign and print their name and address where shown. No date required.

Attached as Appendix 2 is a Notice and Declaration relating to the exclusion of security of tenure in the lease. By signing this the Town Council is acknowledging that it understands that it will not automatically be offered a new lease when this one ends. It will be at the discretion of LCC. The declaration has to be signed by someone authorised by the Council who should add their details at the top of the page and sign and date it and print their name at the bottom.

4. Signing Legal Deeds.

Members may be aware that the Council's Standing Orders state that subject to Section 23(a) any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

5. Members are recommended to:

- a. Approve the signing of the Lease as shown in Appendix 1
- b. Note Appendix 2 (Notice and Declaration) relating to 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 the two Town Councillors who will sign the necessary documents

Appendix 1

This lease is dated the day of 2025

HM Land Registry

Title number: LAN82884

Administrative area: Lancashire

Parties

- (1) The Lancashire County Council of PO Box 100, County Hall, Preston, PR1 0LD
(**Landlord**)
- (2) Longridge Town Council of Council Offices, The Station Building, Berry Lane, Longridge,
PR3 3JP(**Tenant**)

Agreed terms

1. Interpretation

The following definitions and rules of interpretation apply in this lease.

1.1 Definitions:

Act of Insolvency:

- a) the taking of any step in connection with any voluntary arrangement or any other compromise or arrangement for the benefit of any creditors of the Tenant;
- b) the making of an application for an administration order or the making of an administration order in relation to the Tenant;
- c) the giving of any notice of intention to appoint an administrator, or the filing at court of the prescribed documents in connection with the appointment of an administrator, or the appointment of an administrator, in any case in relation to the Tenant;
- d) the appointment of a receiver or manager or an administrative receiver in relation to any property or income of the Tenant;
- e) the commencement of a voluntary winding-up in respect of the Tenant, except a winding-up for the purpose of amalgamation or reconstruction of a solvent company in respect of which a statutory declaration of solvency has been filed with the Registrar of Companies;
- f) the making of a petition for a winding-up order or a winding-up order in respect of the Tenant;
- g) the striking-off of the Tenant from the Register of Companies or the making of an application for the Tenant to be struck-off;

- 1.2 A reference to this **lease**, except a reference to the date of this lease or to the grant of this lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental to it.
- 1.3 A reference to the **Landlord** includes a reference to the person entitled to the immediate reversion to this lease.
- 1.4 The expressions **landlord covenant** and **tenant covenant** each has the meaning given to it by the Landlord and Tenant (Covenants) Act 1995.
- 1.5 Unless the context otherwise requires, a reference to the **Property** is to the whole and any part of it.
- 1.6 A reference to the **term** is to the Contractual Term.
- 1.7 A reference to the **end of the term** is to the end of the term however it ends.
- 1.8 A **working day** is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.9 Unless otherwise specified, a reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.10 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.11 Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.12 Unless the context otherwise requires, any words following the term **including, include, in particular, for example**, or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or terms preceding those terms.
- 1.13 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.14 A reference to **writing** and **written** excludes fax and email.

- 1.15 Unless the context requires, references to clauses are to the clauses of this lease.
- 1.16 Clause headings shall not affect the interpretation of this lease.
- 1.17 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.18 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.19 Unless expressly provided otherwise, the obligations and liabilities of the parties under this lease are joint and several.
- 1.20 In relation to any payment, a reference to a **fair proportion** is to a fair proportion of the total amount payable, determined conclusively (except as to questions of law) by the Landlord.
- 1.21 If any provision or part-provision of this lease is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this lease.

2. Grant

- 2.1 The Landlord lets the Property to the Tenant for the Contractual Term.
- 2.2 The grant is made together with the ancillary rights at clause 3, excepting and reserving to the Landlord the rights set out in clause 4, and subject to the Third Party Rights.
- 2.3 The grant is made with the Tenant paying the following as rent to the Landlord:
- (a) the Annual Rent and all VAT in respect of it;
 - (b) all interest payable under this lease; and
 - (c) all other sums due under this lease.

3. Ancillary rights

- 3.1 The Landlord grants the Tenant the following rights (the **Rights**):
- (a) the right to use and to connect into any Service Media that belong to the Landlord and serve the Property.
- 3.2 The Rights are granted in common with the Landlord and any other person authorised by the Landlord.

- 3.3 The Tenant shall exercise the Rights in accordance with this lease and only in connection with the Tenant's use of the Property for the Permitted Use but not for any other purpose.
- 3.4 The Tenant shall comply with all laws relating to the Rights and all reasonable regulations in connection with the exercise of the Rights that the Landlord may make from time to time and notify to the Tenant in writing.
- 3.5 Except as mentioned in this clause 3, neither the grant of this lease nor anything in it confers any right over the Landlord's Neighbouring Property nor any other neighbouring property nor is to be taken to show that the Tenant may have any right over any part of the Landlord's Neighbouring Property or any neighbouring property, and section 62 of the Law of Property Act 1925 does not apply to this lease.

4. Rights excepted and reserved

- 4.1 The following rights are excepted and reserved from this lease to the Landlord (the **Reservations**) notwithstanding that the exercise of any of the Reservations or the works carried out pursuant to them result in a reduction in the flow of light or air to the Property or loss of amenity for the Property provided that they do not materially affect the use and enjoyment of the Property for the Permitted Use:
- (a) the right to use and to connect into Service Media on the Property which are in existence at the date of this lease, or which are installed or constructed during the term, for the benefit of the Landlord's Neighbouring Property;
 - (b) the right to lay, repair, maintain, renew, inspect, replace or reroute any Service Media, roads and other rights of way or fences on the Property for the benefit of the Landlord's Neighbouring Property;
 - (c) the right to enter into any new wayleave agreement, easement, contract or licence that may affect the Property along with the right to authorise agents of the grantee to enter the Property with or without vehicles, plant and machinery and carry out works on the Property, at the grantee's or Landlord's cost, which may be required under those agreements and the right to receive the rents or other payments due under any current or future wayleave agreement, easement, contract or licence relating to the Property;
 - (d) at any time during the term, the full and free right to develop the Landlord's Neighbouring Property and any neighbouring or adjoining property in which the Landlord acquires an interest during the term as the Landlord may think fit;
 - (e) the exclusive right to all treasure or archaeological artefacts discovered on the Property;
 - (f) the right to enter the Property to inspect the condition of the Property and for any other purpose mentioned in or connected with:

- (i) this lease;
- (ii) the Reservations; or
- (iii) the Landlord's interest in the Property;

4.2 The Reservations may be exercised by the Landlord and by anyone else who is or becomes entitled to exercise them, and by anyone authorised by the Landlord.

4.3 The Tenant shall allow all those entitled to exercise any of the Reservations to enter the Property at any reasonable time and, except in the case of an emergency, after having given reasonable notice to the Tenant (which notice need not be in writing), with or without their workers, contractors, agents and professional advisors.

4.4 No party exercising any of the Reservations, nor its workers, contractors, agents or professional advisors, shall be liable to the Tenant or other occupier of or person at the Property for any loss, damage, injury, nuisance or inconvenience arising by reason of the exercise of any of the Reservations except for:

- (a) physical damage to the Property; or
- (b) any loss, damage, injury, nuisance or inconvenience in relation to which the law prevents the Landlord from excluding liability.

5. Third Party Rights

5.1 The Tenant shall comply with all obligations on the Landlord relating to the Third Party Rights insofar as those obligations relate to the Property and shall not do anything (even if otherwise permitted by this lease) that may interfere with any Third Party Rights.

5.2 The Tenant shall allow the Landlord and any other person authorised by the terms of any of the Third Party Rights to enter the Property in accordance with its terms.

6. Annual Rent and other payments

6.1 The Tenant shall pay the Annual Rent and any VAT in respect of it by annual instalments on the Rent Payment Dates and the first instalment shall be paid on the date of this lease and shall be the proportion, calculated on a daily basis, for the period from and including the date of this lease until the day before the next Rent Payment Date.

6.2 Payments of Annual Rent and any VAT in respect of it shall be made by banker's standing order or by any other method that the Landlord reasonably requires at any time by giving notice to the Tenant.

6.3 The Tenant shall pay all costs in connection with the supply and removal of all electricity, gas, water, sewage, telecommunications, data and other services and utilities to or from

the Property. If any of those costs are payable in relation to the Property together with other property, the Tenant shall pay a fair proportion of all those costs.

- 6.4 The Tenant shall pay all present and future rates, taxes and other impositions and outgoings payable at any time during the term in respect of the Property, its use and any works carried out there including but not limited to business rates and highway drainage charges, except:
- (a) any taxes payable by the Landlord in connection with any dealing with or disposition of the reversion to this lease; or
 - (b) any taxes (other than VAT) payable by the Landlord by reason of the receipt of any of the rents due under this lease.
- 6.5 If any rates, taxes or other impositions and outgoings are payable in respect of the Property together with other property, the Tenant shall pay a fair proportion of the amount payable.
- 6.6 The Tenant shall pay the costs and expenses (assessed on a full indemnity basis) of the Landlord, including any solicitors' or other professionals' costs and expenses and whether incurred during or after the end of the term, in connection with or in contemplation of the enforcement of the tenant covenants of this lease and with any consent applied for in connection with this lease and the preparing and serving of any notice in connection with this lease under section 146 or 147 of the Law of Property Act 1925 or taking any proceedings under either of those sections, notwithstanding that forfeiture is avoided otherwise than by relief granted by the court.
- 6.7 The Annual Rent and all other amounts due under this lease shall be paid by the Tenant in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).
- 6.8 The Tenant shall pay the Landlord's reasonable legal and surveyors fees incurred in relation to the drafting, negotiation and grant of this Lease.

7. Common items

- 7.1 The Tenant shall pay the Landlord on demand a fair proportion of all costs payable by the Landlord for the maintenance, repair, cleaning and renewal of all Service Media, structures and other items used or capable of being used by the Property in common with other land.
- 7.2 The Tenant shall comply with all reasonable regulations the Landlord may make from time to time in connection with the use of any of those Service Media, structures or other items.

8. Insurance

- 8.1 The Tenant shall at its own expense procure and maintain insurance in respect of all third party liability risks in relation to the Property with an insurance company approved by the Landlord to provide cover in respect of each and every claim of not less than £10 million or such higher sum as the Landlord may from time to time direct in writing. The Tenant shall, on demand by the Landlord, supply to the Landlord a copy of the insurance policy together with a receipt or other evidence of payment of the latest premium due under it.
- 8.2 The Tenant shall insure the contents of the Property and any equipment used on the Property.

9. VAT

- 9.1 All sums payable by the Tenant are exclusive of any VAT that may be chargeable. The Tenant shall pay VAT in respect of all taxable supplies made to it in connection with this lease on the due date for making any payment or, if earlier, the date on which that supply is made for VAT purposes.
- 9.2 Every obligation on the Tenant, under or in connection with this lease, to pay the Landlord or any other person any sum by way of a refund or indemnity, shall include an obligation to pay an amount equal to any VAT incurred on that sum by the Landlord or other person, except to the extent that the Landlord or other person obtains credit for such VAT under the Value Added Tax Act 1994.

10. Use, repairs and alterations

- 10.1 The Tenant shall not use the Property for any purpose other than the Permitted Use and for the avoidance of doubt, the Tenant shall not use or permit the use of the Property for allotments.
- 10.2 The Tenant shall not:
- (a) use the Property for any purpose or in any manner that is illegal, hazardous or dangerous, or would cause loss, damage, injury, nuisance or inconvenience to the Landlord, any other tenants of the Landlord or any other owner or occupier of adjoining or neighbouring property;
 - (b) do anything to or on the Property that invalidates or may invalidate, in whole or in part, any insurance effected by the Landlord in respect of the Property or the Landlord's Neighbouring Property;
 - (c) permit any trespass on the Property;
 - (d) obstruct any public road, footpath, right of way or any means of access to the Property.

- 10.3 The Tenant shall keep the Property:
- (a) in good and tenantable repair and condition;
 - (b) in a presentable condition and clean, tidy and clear of rubbish; and
 - (c) in a reasonable state of cultivation and free of invasive weeds.
- 10.4 The Tenant shall keep all Service Media clean and in good and tenantable repair, order and condition and free from obstruction.
- 10.5 The Tenant shall erect and maintain a good and sufficient fence along the boundaries of the Property between the points marked A-B -C -D- A on the Plan and shall afterwards maintain it in good and tenantable repair and condition.
- 10.6 The Tenant shall ensure that adequate measures are in place and followed for the effective supervision and control of all persons using the Property;
- 10.7 The Tenant shall access the Property on foot only and using only the access from the public recreation ground between Barclay Road and Kestor Lane;
- 10.8 The Tenant shall not store any items on land adjoining the Property without the consent of the relevant landowner;
- 10.9 The Tenant shall be responsible for obtaining any necessary planning permission or other statutory approvals in relation to the establishment of the Permitted Use and shall fulfil all obligations within any planning consent;
- 10.10 The Tenant shall be responsible for the installation, repair and maintenance of any equipment installed on the Property by the Tenant, its servants or agents;
- 10.11 The Landlord may enter the Property to inspect its condition and may give the Tenant a notice of any breach of any of the tenant covenants in this lease relating to the condition of the Property. The Tenant shall carry out and complete any works needed to remedy that breach within the time reasonably required by the Landlord, in default of which the Landlord may enter the Property and carry out the works needed. The costs incurred by the Landlord in carrying out any works pursuant to this clause 10.11 (and any professional fees and any VAT in respect of those costs) shall be a debt due from the Tenant to the Landlord and payable on demand. Any action taken by the Landlord pursuant to this clause 10.11 shall be without prejudice to the Landlord's other rights, including those under clause 16.

- 10.12 The Tenant shall not install or erect permanent buildings or glass greenhouses or other structures on the Property PROVIDED THAT the Tenant may install or erect polytunnels and/or greenhouses constructed of polycarbonate.
- 10.13 The Tenant shall maintain and provide to Landlord on demand adequate risk assessments in respect of the Permitted Use at the Property and shall minimise any exposure to health and safety risks accordingly.
- 10.14 The Tenant shall not have or permit any fires on the Property.
- 10.15 The Tenant shall ensure that any hazardous materials including but not limited to weedkiller are stored in accordance with all laws and regulations.
- 10.16 The Tenant shall monitor any drainage channels and ensure that there is no surface water run off onto any adjoining land.

11. Compliance with laws

- 11.1 The Tenant shall comply with all laws relating to:
- (a) the Property and the occupation and use of the Property by the Tenant;
 - (b) any works carried out at the Property; and
 - (c) all materials kept at or disposed of from the Property.
- 11.2 Within five working days after receipt of any notice, order, direction or other formal communication affecting the Property or the Landlord's interest in the Property (and whether or not served pursuant to any law), the Tenant shall:
- (a) inform the Landlord and allow the Landlord to copy the relevant document; and
 - (b) take all steps necessary to comply with the communication and take any other action in connection with it as the Landlord may reasonably require.
- 11.3 The Tenant shall not apply for any planning permission for the Property without the Landlord's consent.

12. Prohibition of dealings

The Tenant shall not assign, underlet, charge, part with or share possession or share occupation of this lease or the Property or hold the lease on trust for any person (except by reason only of joint legal ownership), or grant any right or licence over the Property in favour of any third party. The Tenant may permit members of the public to use the Property provided that no landlord and tenant relationship or security of tenure is created by such use and provided that the Tenant is able to give vacant possession to the Landlord at the end of the term.

13. Returning the Property to the Landlord

- 13.1 At the end of the term, the Tenant shall return the Property to the Landlord in the repair and condition required by this lease and remove from the Property all items and chattels.
- 13.2 At the end of the term, the Tenant shall remove any raised beds, pathways and other items erected on or installed in the Property, shall regrade any terracing and shall reinstate the Property to the Landlord's entire satisfaction. The Landlord's decision as to reinstatement of the Property shall be final and binding.
- 13.3 At the end of the term, the Tenant shall remove all items that may be connected to the Service Media and shall disconnect and cap off any services.
- 13.4 The Tenant irrevocably appoints the Landlord to be the Tenant's agent to store or dispose of any chattels, fittings or items it has fixed to the Property if the same has been left by the Tenant on the Property for more than ten working days after the end of the term. The Landlord shall not be liable to the Tenant by reason of that storage or disposal. The Tenant shall indemnify the Landlord in respect of any claim made by a third party in relation to that storage or disposal. The cost of any action taken by the Landlord pursuant to this clause shall be reimbursed to the Landlord by the Tenant or in default shall be recoverable by action.

14. Indemnity

The Tenant shall indemnify the Landlord and keep the Landlord indemnified against all liabilities, expenses, costs (including but not limited to any solicitors' or other professionals' costs and expenses), claims, damages and losses (including but not limited to any diminution in the value of the Landlord's interest in the Property and loss of amenity of the Property) suffered or incurred by the Landlord arising out of or in connection with:

- (a) the use of the Property in connection with the Permitted Use;
- (b) any breach of any tenant covenants in this lease; or
- (c) any act or omission of the Tenant or any other person on the Property with the Tenant's actual or implied authority.

15. Landlord's covenant for quiet enjoyment

The Landlord covenants with the Tenant, that, so long as the Tenant pays the rents reserved by and complies with its obligations in this lease, the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

16. Re-entry and forfeiture

- 16.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time after any of the following occurs:
- (a) any breach of any condition or tenant covenant of this lease; or
 - (b) an Act of Insolvency.
- 16.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this lease shall immediately end. Any right or remedy of the Landlord in respect of any breach of the terms of this lease by the Tenant will remain in force.

17. Entire agreement

- 17.1 This lease constitutes the whole agreement between the parties and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.
- 17.2 The Landlord gives no warranty that the Property is suitable for the Permitted Use and the Tenant shall satisfy itself as to the presence of any contamination at the Property and the suitability of the Property for gardening, food growing and any other proposed activities within the Permitted Use.

18. Notices, consents and approvals

- 18.1 Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be:
- (a) in writing and for the purposes of this clause an email is not in writing; and
 - (b) given by hand or by pre-paid first-class post or other next working day delivery service at the party's registered office address (if the party is a company) or (in any other case) at the party's principal place of business or residence.
- 18.2 If a notice complies with the criteria in clause 18.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received:
- (a) if delivered by hand, at the time the notice is left at the proper address; or
 - (b) if sent by pre-paid first-class post or other next working day delivery service, on the second working day after posting.
- 18.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

18.4 Section 196 of the Law of Property Act 1925 shall otherwise apply to notices given under this lease.

18.5 Where the consent of the Landlord is required under this lease, a consent shall only be valid if it is given by deed, unless:

- (a) it is given in writing and signed by the Landlord or a person duly authorised on its behalf; and
- (b) it expressly states that the Landlord waives the requirement for a deed in that particular case.

If a waiver is given, it shall not affect the requirement for a deed for any other consent.

18.6 Where the approval of the Landlord is required under this lease, an approval shall only be valid if it is in writing and signed by or on behalf of the Landlord, unless:

- (a) the approval is being given in a case of emergency; or
- (b) this lease expressly states that the approval need not be in writing.

18.7 If the Landlord gives a consent or approval under this lease, the giving of that consent or approval shall not imply that any consent or approval required from a third party has been obtained, nor shall it obviate the need to obtain any consent or approval from a third party.

19. Rights of third parties

A person who is not a party to this lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

20. Governing law

This lease and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

21. Jurisdiction

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this lease or its subject matter or formation (including non-contractual disputes or claims).

22. Exclusion of sections 24 to 28 of the LTA 1954

22.1 The parties confirm that:

- (a) the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, before this lease was entered into;
- (b)(name of declarant) who was duly authorised by the Tenant to do so made a declaration dated theday of2025 in accordance with the requirements of section 38A(3)(b) of the LTA 1954; and
- (c) there is no agreement for lease to which this lease gives effect.

22.2 The parties agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

23. Break clause

23.1 The Landlord may terminate this lease by serving a Break Notice on the Tenant at any time after 28 February 2027.

23.2 The Tenant may terminate this lease at any time by serving a Break Notice on the Landlord.

23.2 A Break Notice served by the Tenant shall be of no effect if, at the Break Date:

(a) vacant possession of the whole of the Property is not given; or

(b) there is a subsisting material breach of any of the tenant covenants of this lease relating to the state of repair and condition of the Property.

23.3 Following service of the Break Notice, this lease shall terminate on the Break Date specified in the Break Notice.

23.4 Termination of this lease pursuant to this clause shall be without prejudice to any right or remedy of either party in respect of any antecedent breach of the covenants or conditions in this lease, including any covenants expressed to be complied with before the end of the term.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Executed as a deed by affixing the
Common Seal of The Lancashire
County Council in the presence of:

.....

Authorised Signatory

Signed as a Deed by

.....(name)

Sign.....

and.....(name)

.....

both members of Longridge Town
Council

(Position on council)

pursuant to a resolution of the
Council

Sign.....

dated

.....

(Position on council)

made under Standing Order 14.1

in the presence
of..... (name)
the Proper Officer

Witness sign.....

Print name.....

Address.....

.....

.....

Position.....

Lancashire
County Council

Date Created: 10/06/2025



Appendix 2

I,

(Name of Declarant)

of

(Address)

declare that -

1. Longridge Town Council proposes to enter into a tenancy of premises at land to the north of Kestor Lane, Longridge, Preston for a term commencing on the date of the lease to be entered into by the parties.
2. The Tenant proposes to enter into an agreement with The Lancashire County Council that the provisions of sections 24 to 28 of the Landlord and Tenant Act 1954 (security of tenure) shall be excluded in relation to the tenancy.
3. The landlord has, not less than 14 days before I enter into the tenancy, or (if earlier) become contractually bound to do so served on the tenant a notice in the form, or substantially in the form, set out in Schedule 1 to the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003. The form of notice set out in that Schedule is reproduced below.
4. The tenant has read the notice referred to in paragraph 3 above and accepts the consequences of entering into the agreement referred to in paragraph 2 above.
5. I am duly authorised by the tenant to make this declaration.

DECLARED this _____ day of _____ 2025

Signed:

Name (BLOCK CAPITALS):

**NOTICE THAT Sections 24 to 28 inclusive of the Landlord and Tenant Act 1954
Are not to apply to a Business Tenancy**

To: LONGRIDGE TOWN COUNCIL of Council Offices, The Station Building, Berry Lane, Longridge, PR3 3JP

From: THE LANCASHIRE COUNTY COUNCIL of PO Box 100, County Hall, Preston, Lancashire, PR1 0LD

IMPORTANT NOTICE

You are being offered a Lease without security of tenure. Do not commit yourself to the Lease unless you have read this message carefully and have discussed it with a professional advisor.

Business tenants normally have security of tenure – the right to stay in their business premises when the Lease ends.

If you commit yourself to the Lease you will be giving up these important legal rights.

You will have **no right** to stay in the premises when the Lease ends.

Unless the Landlord chooses to offer you a new Lease you will need to leave the premises.

You will be unable to claim compensation for the loss of your business premises unless the Lease specifically gives you this right.

If the Landlord offers you another Lease you will have **no right** to ask the Court to fix the rent.

It is therefore important to get professional advice from a qualified surveyor, lawyer or accountant before agreeing to give up these rights.

If you wish to ensure that you can stay in the same business premises when the Lease ends you should consult your advisor about another form of Lease that does not exclude the protection of the Landlord and Tenant Act 1954.

If you receive this Notice at least 14 days before committing yourself to the Lease you will need to sign a simple declaration that you have received this notice and have accepted its consequences before signing the Lease.

But if you do not receive at least 14 days notice you will need to sign a statutory declaration. To do so you will need to visit an independent solicitor or someone else empowered to administer oaths.

Unless there is a specific reason for committing yourself to the Lease sooner you may wish to ask the Landlord to let you have at least 14 days to consider whether you wish to give up your statutory rights. If you then decide to go ahead with the agreement to exclude the protection of the Landlord and tenant Act 1954 you would only need to make a simple declaration and so would not need to make a separate visit to an independent solicitor or to someone else empowered to administer oaths.

Dated this 7th day of August 2025

Agenda Item 8

For Decision/Discussion

Meeting:	Full Council
Meeting Date:	10 September 2025
Title:	Heritage Centre Trust Lease
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

- To update members on the status of the Heritage Centre Lease.
- To seek approval for the execution of the legal deeds.
- To confirm, as set out in the Council's Standing Orders, that any two Town Councillors can sign on behalf of the Town Council any deed required by law.
- To nominate the two Town Councillors who will sign the Lease.

2. Background.

Members are reminded that at the meeting of the Full Council on 12 February 2025 members requested the Clerk to take a revised licence agreement to the next meeting of the Estates Committee or Full Council for their consideration.

3. Update.

Appendix 1 sets out a revised Lease Agreement that the Heritage Centre Trust are agreeable to signing.

4. Signing Legal Deeds.

Members may be aware that the Council's Standing Orders state that subject to Section 23(a) any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

5. Members are recommended to:

- Approve the signing of the Lease as shown in Appendix 1
- 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.
- Nominate the two Town Councillors who will sign the Lease

Appendix 1

LICENCE TO OCCUPY

THIS LICENCE is made the day of 2025

BETWEEN:

- (1) The Town Council of Longridge of Station Buildings, Berry Lane, Longridge, Preston PR3 3JP (“the Owner) and
- (2) Longridge Heritage Centre Trust of Station Buildings, Berry Lane, Longridge, Preston PR3 3JP (“the Licensee”)

NOW IT IS AGREED as follows:

1. DEFINITIONS AND INTERPRETATION

In this Licence the following expressions shall have the meanings given in this clause

- 1.1 ‘The Access Areas’** means all and any of those parts of the Building the use of which is necessary to obtain access to and egress from the Designated Space and the Shared Spaces and may include a Shared Space
- 1.2 ‘The Building’** means the Station Buildings and grounds at Berry Lane , Longridge, Preston PR3 3JP
- 1.3 ‘The Designated Hours’** means Monday to Friday 10am – 2pm or any other hours during which the Licensee deems it necessary to conduct the Licensee’s Activities in the Designated Space and the Shared Spaces
- 1.4 ‘The Designated Space’** means those parts of the Building shown edged and hatched red on the attached plan comprising:
 - The Licensee’s office within which all freestanding furniture and equipment is owned by the Licensee
 - Archive Room 1 within which the server cabinet is used exclusively by the Licensee and is the responsibility of the Licensee
 - Archive Room 2

1.5 ‘The Shared Spaces’ means those parts of the Building which the Licensee is entitled to share with the Owner, its employees and officials and anyone invited or otherwise authorised by the Owner to be in the Building and which are edged and hatched green on the plan namely:

- The Kitchen in which the fridge is owned by the Licensee
- The Corridor in which the display boards, glass cabinets, cupboards, carousel and bookcases are owned by the Licensee
- The Conference Room in which the display boards are owned by the Licensee and the tables and chairs are available for use by the Licensee as and when necessary
- The Toilets

1.6 ‘The Initial Licence Fee’ means the sum of £600 in total for the whole of the Initial Licence Period payable on the signing of this agreement

1.7 ‘The Initial Licence Period’ means the period commencing on 1 October 2025 and ending:

- (a) no later than the expiration of a period of six (6) years therefrom or
- (b) the date on which the Licensee’s rights are determined in accordance with Clause 5 hereof

whichever is the earlier

1.8 ‘The Licensee’s Activities’ means advancing the involvement and education of the public in the historical heritage of Longridge and its surrounding villages, in particular by:

- (a) collecting and preserving artefacts and documents relating to the area within a safe and secure permanent home
- (b) maintaining an up to date on-line photographic archive for Longridge.
- (c) collecting and publishing associated information, including oral and written records.
- (d) providing an educational resource by staging exhibitions, talks and other events.

- 1.9** 'The Utilities' means gas, electricity, water and other items as agreed to be provided from time to time by the Owner to the Licensee the costs of which are inclusive in the Licence Fee but 'The Utilities' does not include the Licensee's telephone line and broadband connection and its Public Liability, Products Liability, Pollution Liability and Employer's Liability insurance

2. THE LICENCE

In consideration of the payment of the Licence Fee by the Licensee to the Owner and in consideration of the benefit to the Owner and of the Building of the Licensee's Activities the Owner gives the Licensee the right for the Initial Licence Period and during the Designated Hours to use the Designated Space and in common with the Owner and all others authorised by the Owner to use the Shared Spaces for the purpose of the Licensee's Activities and the right to use the Access Areas for access to and egress from the Designated Space and the Shared Spaces together also with the right to use the Toilets SUBJECT TO to the right of the Owner and the proprietor for the time being of the Old Station Café of access to archive room 2 for access to the gas and electric meters and the central heating boiler which serve the Building by prior arrangement (except in an emergency) with the Licensee

3. THE LICENSEE'S UNDERTAKINGS

- 3.** The Licensee agrees and undertakes with the Owner (on the understanding that any undertaking by the Licensee not to do an act or thing shall be deemed to include an obligation not to permit such act or thing to be done) as follows:-
- (a) to keep the Designated Space and the Shared Spaces (after use) as well as the Kitchen clean and tidy and clear of rubbish
 - (b) not to obstruct the Access Areas
 - (c) to PAT test the equipment in the Licensee's office
 - (d) not to use the Designated Space or the Shared Spaces in such a way as to cause a nuisance damage, disturbance, annoyance, inconvenience or interference to the Owner its employees and officials and anyone invited or otherwise authorised by the Owner to be in the Building.
 - (e) to dispose of any rubbish only in the bins provided for that purpose

- (f) not to do anything that will or might constitute a breach of any statutory requirement affecting the Owner or the Building or that will or might wholly or partially vitiate any insurance effected in respect of the Building
- (g) to indemnify the Owner and keep the Owner indemnified against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising in any way from this Licence, the rights given by it or any breach of any of the Licensees undertakings contained in this clause
- (h) to observe any rules and regulations the Owner makes and notifies to the Licensee from time to time governing the Licensee's use of the Designated Space the Shared Spaces and the Access Areas.
- (i) not in any way to impede the Owner or its officers, employees or agents in the exercise of their rights or the Owner's possession and control of the Building and every part of it including the Designated Space and the Shared Spaces
- (j) in relation to arranging bookings of the Meeting Room to acknowledge that the use of the Meeting Room by the Owner takes priority to its use by the Licensee

4 THE OWNER'S UNDERTAKINGS

- 4** The Owner agrees and undertakes with the Licensee (on the understanding that any undertaking by the Owner not to do an act or thing shall be deemed to include an obligation not to permit such act or thing to be done) as follows:-
 - 4.1** to maintain and repair the boilers and heating systems, electrics, alarm system, fire alarms and equipment, CCTV and lighting in the Building
 - 4.2** to use its best endeavours to provide the Utilities to the Licensee throughout the duration of this Licence PROVIDED ALWAYS that the Owner shall not be liable to the Licensee nor shall the Licensee have any claim against the Owner in respect of any interruption in any of the Utilities by reason of necessary repair or maintenance of any installations apparatus or damage thereto or destruction thereof by any cause beyond the Owner's control or by reason of mechanical breakdown or otherwise.
 - 4.3** to maintain and replace when necessary the kitchen units and the plumbing installations in the Kitchen

4.4 To decorate the Licensee's office and replace the flooring as and when necessary

5. GENERAL

5.1 Determination

Without prejudice to the Owner's rights in respect of any breach of the undertakings contained in Clause 3, this agreement will come to an end:

5.1.1 immediately on notice given by the Owner at any time following any breach by the Licensee of its undertakings contained in Clause 3 or

5.1.2 following either party giving to the other at least 6 month's notice of termination

5.1.3 on the expiry of a period of six (6) years from the date hereof whichever is the sooner.

and on termination of this agreement the Licensee shall surrender the Designated Space to the Owner by delivering the keys to the Owner and in the same condition as it was at the date hereof (reasonable damage by wear and tear excepted

5.2 Assignment prohibited

The benefit of this Licence is personal to the Licensee and not assignable.

5.3 Warranty excluded

The Owner gives no warranty that the Designated Space or the Shared Spaces are legally or physically fit for the purpose specified in Clause 2.

5.4 Liability excluded

The Owner is not to be liable for the death of or injury to the Licensee its volunteers or any of his employees or for damage to any property of his (real or personal) or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability by him in the exercise or purported exercise of the rights granted by this Licence

5.5 Notices

All notices given by either party pursuant to the provisions of this Licence must be in writing now to be sufficiently served if delivered by hand or sent by registered post or recorded delivery to other party at its last known address.

6. EXTENSION OF THE INITIAL LICENCE PERIOD

6.1 Without prejudice to the provisions of clause 1.7 and provided that this Licence has not been terminated by the Owner under the provisions of clause 5.1.1 then at the end of the Initial Licence Period and at the request of the Licensee the Owner will renew this Licence for a further term of six years (“the Additional Licence Period”) on payment of a further Licence Fee of £600

6.2 If this Licence is extended for the Additional Licence Period then the terms of the extended Licence shall be the same as the terms of this Licence with the addition of the following clause:

“ In addition to the provisions relating to Determination in the original Licence Agreement dated2025 both the Owner and the Licensee may terminate this agreement at any time on giving the other party no less than six month’s notice in writing and at the end of the notice period the Additional Licence Period will come to an end”

IN WITNESS whereof the Owner and the Licensee have executed this Licence as a Deed the day and year first before written

SIGNED as a Deed by(name)

.....(position in Council)

and(name)

.....(position in Council)

both members of Longridge Town

Council pursuant to a resolution

of the Council dated

made under Standing Order 14.1

in the presence of.....

the Proper Officer

Witness sign.....

Print name.....

Address.....

.....

Position.....

Signed as a deed on behalf of the Licensee by and

....., two of their number, under an authority conferred pursuant to
section 333 of the Charities Act 2011 in the presence of:

Signature of witness:.....

Name (in BLOCK CAPITALS):.....

Address:.....

.....

Named trustees sign here,Authorised signatory

..... Authorised signatory

.

Meeting:	Full Council
Meeting Date:	10 September 2025
Title:	Co-option of a new councillor
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider an application from a Longridge resident to become Town Councillor (see Appendix 1).

2. Introduction.

Members are reminded that there is a vacancy (Alston Ward) for a Town Councillor. Members are also reminded that they are not obliged to fill any vacancy and if the Council invites applications for co-option, they are not obliged to select anyone from the candidates who apply.

However, members should note that it is not desirable that electors in a particular ward are left partially or full underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload equitably; or to provide a broad cross-section of skills and interests; or achieve meeting quorums without difficulty.

3. Co-option.

If candidate(s) are present at the 'co-option' Council meeting the following process could be followed

- Candidates are given five minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of LTC.
- The process would be carried out by adjourning the meeting to allow the candidate to speak.
- Where the Council wishes to discuss the merits of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.
- As soon as all candidates have finished giving their submissions, the Council would proceed to a vote on the acceptability of each candidate with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands.
- The vote would be recorded to show whether each Councillor present and voting, gave their vote for or against the candidate.
- After the votes had been concluded, the Chairman would declare the successful candidate(s) duly elected and after signing their declaration of acceptance of office, could take their place immediately.

4. Members are recommended:

To consider the application shown in Appendix 1.



Appendix B - APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide a little information about yourself.

Full Name and Title:	Mr MARK RICHARD GORNALL
Home Address:	23 CHAPEL HILL, LONGRIDGE PR3 3JY
Home phone:	784753
Mobile phone:	07858 696244
Email:	m-gornall@outlook.com

Please provide the Council with some background information about yourself.

I HAVE LIVED IN LONGRIDGE FOR OVER FIFTY YEARS AND AM RETIRING IN SEPTEMBER FROM THE CIVIL SERVICE (SENIOR COST ANALYST - MOD)
I HAVE BEEN A VOLUNTEER WITH THE HERITAGE CENTRE TEAM SINCE 2023, PRIMARILY MAINTAINING & UPDATING THEIR IT SYSTEM & CONDUCTING RESEARCH.

Please provide the Council with your reasons for wanting to become a Town Councillor.

MY RETIREMENT ENABLES ME TO OFFER MY SERVICES AND APPLY MY EXPERIENCE TO REPRESENT THE INTERESTS OF LONGRIDGE AND ITS RESIDENTS, ENSURING THAT PUBLIC MONEY IS EXPENDED TO BEST EFFECT.

Your application requires signatures of 2 registered electors (known as a proposer and seconder) from the town area.

	Proposer	Secunder
Name:	CATHERINE MARY	REGINA DRAPER
Address:	19 CHAPEL HILL Longridge. PR3 3JY	10 CRUMPAK AVE LONGRIDGE PR3 3JQ
Signature:	C. M. Walker	R. Draper

In line with the Council's General Privacy Notice, the information provided on this application will remain Private and Confidential.



Appendix C - CO-OPTION - ELIGIBILITY FORM

Anyone can be elected as a Town Councillor* if they are:	
1. A British, Commonwealth, Irish, or European Union citizen.	
2. At least 18 years old.	
3. Either on the list of electors for the town, or during the whole of the previous 12 months have occupied land in the town as an owner or tenant or have a principal place of work in the town, or have resided in, or within three miles, of the town.	
Please tick all the boxes which apply to yourself:	
I am a British, Commonwealth, Irish, or European Union citizen.	<input checked="" type="checkbox"/>
Preceding the date of my co-option, I am at least 18 years of age.	<input checked="" type="checkbox"/>
I am on the list of electors for the town.	<input checked="" type="checkbox"/>
I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the town.	<input checked="" type="checkbox"/>
My principal or only place of work during those twelve months has been in the town.	<input type="checkbox"/>
I have during the whole of twelve months resided in the town or within 3 miles of it.	<input checked="" type="checkbox"/>
*Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:	
1. Hold any paid employment or office in the local authority that they seek election to or	
2. Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below); or	
3. Have within five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or	
4. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.	
The disqualification for bankruptcy ceases in the following circumstances:	
I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that the debts have been fully discharged;	
II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part;	
III. If the person is discharged without such a certificate.	
In I and II above, the disqualification ceases on the date of the annulment and discharge respectively. In III, it ceases on the expiry of five years from the date of discharge.	
DECLARATION	
I <u>MARK GORNALL</u> hereby confirm that I am eligible for the vacancy of Longridge Town Councillor, and the information given on this form is true and accurate record.	
Signature:	<u>M. Gornall</u>
Date:	<u>18 JUL 25</u>

In line with the Council's General Privacy Notice, the information provided to the Council will remain Private and Confidential.



Meeting:	Full Council
Meeting Date:	10 September 2025
Title:	Grant Requests
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider grant requests from the following organisations:

- Longridge Heritage Centre Trust – £1,170.
The grant will be used to upgrade their ageing ICT equipment.
- Longridge School of Samba - £3,921.
The grant will be used to replace aging equipment.
- Love Longridge Limited - £1,790. (Soap Box Derby)
The grant would be used for renting portable toilet facilities and hiring 2 x large skips.

The above applications are shown in Appendix 1 to the report.

2. Budget Committee Meeting – 3 September 2025

The Budget Committee at its meeting on 3 September 2025, reviewed the above requests and authorised the Clerk to submit them to the next meeting of the Full Council for consideration.

The Budget Committee at the 3 September meeting rejected the following grant requests:

- Longridge Heritage Centre for £1,280 to replace the fabric covering on the display boards in the Old Station corridor and meeting room, on the grounds that an organisation can only submit one request each year.
- Longridge Social Enterprise Company (LSEC) for £3,660. To purchase a thermal room divider to offer additional warm space for community groups, on the grounds that if LSEC are successful in their submission for funds from the RVBC's UK Shared Prosperity and Jubilee Fund the room divider would not be required.

The Budget Committee at its 3 September meeting approved a grant request from The Gatherings of £935 for a laptop, printer and ancillary items.

3. 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 £10,885, which includes the grant to The Gatherings.

4. Members are recommended:

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

Longridge Heritage Centre Trust £1,170

IT Equipment

View results

Respondent

5

Anonymous

63:25

Time to complete

1. Name of Group or Organisation *

Longridge Heritage Centre Trust (LHCT)

2. Name of contact. *

Andrew White

3. Contact email address *

info@lhctrust.org.uk

4. Contact phone number.

07708 880255

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

Longridge Heritage Centre Trust (LHCT) has the following objectives:

To advance the involvement and education of the public in the historical heritage of Longridge and its surrounding villages, in particular, but not exclusively, by:

- a) collecting and preserving artefacts and documents relating to the area;
- b) maintaining an up to date on-line photographic archive for Longridge;
- c) collecting and publishing associated information, including oral and written records;
- d) providing an educational resource by staging exhibitions, talks and other events.

6. Is your group a charity? *

☒ Yes

☐ No

7. Charity number (if applicable)

1158326

8. Purpose of the grant application *

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

The grant will be used to upgrade the ageing ICT equipment in LHCT's office, due to the following:

1. The PC was purchased in 2017 and runs Windows 10, which will no longer be supported from October 2025. A replacement PC will ensure our services, particularly the online photographic archive, remain secure and operate effectively with up to date software (Windows 11). The existing PC will be repurposed to run the touchscreen / power-point display in the corridor.
2. The A4 printer is of a similar age and is exhibiting problems when printing on photographic paper, which is essential for staging the regularly changing corridor displays. An upgrade to an A3 printer will also ensure improved corridor displays without the need to out-source this larger printing format.

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 *

£975 ex. VAT (£1,170 incl. VAT)

10. How will the grant be used? *

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

Purchase of the following:

Desktop PC – Lenovo ThinkCentre Neo 50s Gen 5, Windows 11, 8GB RAM, 256GB SSD memory
£387.46 ex. VAT (£464.95 incl. VAT) from www.lenovo.com

Printer – Epson A3/A4 capable inkjet with refillable tanks, paper thickness up to 300g/m (thin card) [Epson-ecotank-et-18100-datasheet.pdf](#)
£487.89 ex. VAT (£585.47 incl. VAT) from www.printerland.co.uk

Microsoft Office 2024 – One time purchase for 1 PC – non-commercial use.
£99.99 ex. VAT (£119.99 incl. VAT) from www.microsoft.com

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.

The Town Council has been very supportive of Longridge Heritage Centre Trust (LHCT) since it's formation in 2014 and grants have been made for the following:

- 2015 - £500 towards the printing of 'Our Heritage - Longridge Past & Present' book by LHCT
2017 - £1,320 for a PC, monitor, touchscreen and software upgrade to the on-line archive
2022 - £200 towards a reprint of 'Our Heritage - Longridge Past & Present' book by LHCT
2024 - £324 towards the production of new Railway Exhibition boards

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.

Longridge School of Samba £3,920 - Equipment

View results

Respondent

6

Anonymous

153:50

Time to complete

1. Name of Group or Organisation *

Longridge School of Samba

2. Name of contact. *

Steven Brown

3. Contact email address *

sbrownmusician@gmail.com

4. Contact phone number.

07816379875

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

Longridge School of Samba is a vibrant Brazilian-themed samba drumming group based in Longridge, serving the local community and surrounding areas. Founded in autumn 2022 by musician Steve Brown, the group has been offering weekly music sessions for adults over the past three years.

Our carnival drumming group prides itself on being fully inclusive and welcoming to adults from a wide range of backgrounds. Our diverse membership spans various ages, genders, and ethnicities, and includes individuals from the LGBTQ+ community as well as people with disabilities and those managing physical and mental health challenges.

In addition to entertaining thousands at events across the North West, Longridge School of Samba has made a significant positive impact on its members. The group has fostered a strong sense of community and lasting friendships. Many participants joined with no prior musical experience and have since developed the skills and confidence to perform publicly with enthusiasm and competence. Members frequently highlight the personal benefits of their involvement, including improved physical and mental wellbeing, enhanced confidence, and the creation of supportive networks.

We have performed at a wide range of events, including mental health and wellbeing festivals, inter-school choir concerts, local field days, carnivals, agricultural shows, Soapbox Derby's, Christmas celebrations, and the King's Coronation. As a valued cultural asset to the Ribble Valley, we bring joy and energy wherever we perform—our infectious rhythms regularly inspire audiences of all ages to get up and dance.

6. Is your group a charity? *

☐ Yes

☒ No

7. Purpose of the grant application *

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

Longridge School of Samba is a not-for-profit, constituted community organisation that depends on a combination of donations from event organisers, weekly member fees, and support from Longridge High School, which generously provides us with space for our sessions. At present, the group relies on instruments owned by our Creative Director, Steve Brown. These instruments are now over 20 years old and are increasingly prone to damage and deterioration due to their age and extensive use.

To continue delivering high-quality performances and to ensure the sustainability of our group, we urgently need to replace this aging equipment. Investment is essential not only to maintain our current activities but also to expand our membership, allowing more Ribble Valley residents to access and benefit from this valuable cultural and community resource.

To secure the long-term sustainability of Longridge School of Samba as a valuable cultural asset in the Longridge area, we are seeking funding to purchase replacement instruments, essential equipment, and updated promotional materials. This investment will enable the group to continue delivering rehearsals and performances across the Ribble Valley. Additionally, new resources will help attract more participants, strengthening the group's viability and ensuring its continued growth and success into the future.

8. 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 *

£3920.64

9. How will the grant be used? *

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

This table summarises estimated samba equipment costs (taken from kalango.com)...

Product Price Total Euros to £

1 x 22" Surdo de Primeira (Surdo Axé)	318.49 Euros	318.49 Euros	£267.81
1 x 20" Surdo de Segunda (Surdo Axé)	273.11 Euros	273.11 Euros	£229.65
1 x 18" Surdo de Terceira (Surdo Axé)	245.38 Euros	245.38 Euros	£206.33
2 x Repenique 12" Contemporânea	161.34 Euros	322.68	£271.33
3 x Caixa de Guerra 14"x15cm Contemporânea	163.03 Euros	489.09	£411.26
10 x Tamborim 06" Frisado Contemporânea	54.62 Euros	546.20	£459.28
5 x Agogo Duplo Grey Contemporânea	46.22 Euros	231.10	£194.32
1 x Pandeiro 10" Nylon head Contemporânea	78.99 Euros	78.99 Euros	£66.42
1 x Chocalho / Rocar Aluminium Medium Gope	35.29 Euros	35.29 Euros	£29.76
1 x Ganza 25cms Contemporânea	27.73 Euros	27.73 Euros	£23.32
1 x Cavaquinho Básico Eléctrico	193.28 Euros	193.28 Euros	£162.52
1 x Cavaquinho Bag	31.76 Euros	31.76 Euros	£26.71
1 x Cuica	69.00 Euros	69.00 Euros	£58.02
1 x Xequerê Grande	153.78 Euros	153.78 Euros	£129.31
1 x Alfaia (Maracatu drum) Gope	200.00 Euros	200.00 Euros	£168.17
1 x Timbal wood 14"x17cm	184.03 Euros	184.03 Euros	£154.74
3 x 4 pairs Vic Firth 5A Drumsticks	£38.86	£116.58	£116.58
Total			£2975.53
+ VAT (20%)			£3570.64
Shipping (10%?)			£350
TOTAL			£3920.64

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

- ☒ Yes
- ☐ No
- ☐ Not sure

11. If yes, who have you applied to?

Longridge Rotary Club

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

- ☐ Yes
- ☒ No
- ☐ Unsure

13. 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.

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

- ☒ Yes
- ☐ No
- ☐ Not required

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

- ☒ Yes
- ☐ No
- ☐ Not required

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

N/A





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

Bank Name: Barclays
Account Name (as on bank statement): Longridge School of Samba
Sort Code: 20-51-08
Account number: 70037664

THE OFFICIALS
LONGRIDGE SCHOOL OF SAMBA
31 GREEN LANE
LONGRIDGE
PRESTON
PR3 3RB

Your Business Current Account

At a glance

Date	Description	Money out £	Money in £	Balance £
24 Jun	Start Balance			400.08
25 Jun	 Direct Credit From Doctor V J Holgate Ref: Jane		35.00	435.08
26 Jun	 Internet Banking Transfer to Account 40522759 at 20-03-84 Mobile-Channel	35.08		400.00
27 Jun	 Direct Credit From Podmore-N P&C Ref: Charlot		35.00	435.00
9 Jul	 Internet Banking Transfer to Account 40522759 at 20-03-84 Mobile-Channel	35.00		400.00
23 Jul	Balance carried forward			400.00
Total Payments/Receipts		70.08	70.00	

24 Jun - 23 Jul 2025

Start balance	£400.08
Money out	£70.08
▶ Commission charges £0.00	
▶ Interest paid £0.00	
Money in	£70.00
End balance	£400.00

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Constitution

Name of Organisation

Longridge School of Samba

Aims

The aims of Longridge School of Samba will be:

- To bring together and foster a community of people from Longridge and surrounding areas
- To establish a samba drumming group with regular rehearsals and public performances/cultural events throughout the year
- To use music and shared cultural experiences to engage, educate and promote physical and mental wellbeing amongst all members
- To develop members musical, technical and cultural understanding of samba
- To promote recreational activities, mutual support and joint aid among our members.
- To provide positive impacts for the wider local community through the participation by Longridge School of Samba at musical and cultural events throughout the North West

Members

Membership is open to...

- All individuals over the age of 16
- Those who live in Longridge and surrounding areas
- Those who support the aims of Longridge School of Samba

Membership will begin when the first initial payment has been received. Members will be given 1 week free 'taster' session when joining, where no membership fee is required. A member can only redeem this offer once.

A list of all members will be kept by the secretary and treasurer.

Members may resign at any time by contacting the Director. Their membership will cease at the end of the period the participant paid for.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

All members will be provided with, and must adhere to the social media policy, and the health and safety policy.

Communication

Communication to members will primarily be via WhatsApp. Members can choose to keep their number private in the group, or opt out of the WhatsApp and receive alternative communications.

Fees and Income

Fees are to paid every half term. £5 per week for a half term block or £7 per week pay as you go. Any member who has not paid their half termly payment will be contacted by the committee, who will then decide whether that member is deemed to have resigned. Any member who does not pay the membership fees will be unable to participate in any Longridge School of Samba activities. Any changes to the membership fees will be discussed and decided by the committee and members will be given a notice period of 1 half term before any changes to fees come into force.

Longridge School of Samba is a not for profit organisation, any income will be reinvested back into the organisation by way of instruments, advertisements and promotions, uniforms and recruitment.

Equal Opportunities

Longridge School of Samba will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity or marital status.

Committee and Officers

The committee will be decided each year at the AGM.

The committee consists of 5 members:

Creative Director – Steven Brown

Committee Director – Cath Hopkinson

Secretary – Jenni Turner

Secretary – Claire Hanson

Treasurer – Steph Lyon

AGM and other meetings

All members of Longridge School of Samba will be notified of the date, time and venue of the AGM. The AGM will be held each September. Any items for discussion need to be submitted to the committee at least one week before the AGM.

Regular committee meetings will be held regularly to discuss other business matters.

Rules of Procedure

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the Creative Director of the meeting shall have an additional casting vote.



Thank you for applying for a grant from Longridge Town Council. Your application will be considered by a small Committee of Councillors who will make recommendations to Full Council.

The Committee will carefully consider your application, so please provide all the information requested. Please also supply any additional information you think will help Councillors understand your need for financial support.

If you wish to discuss your application please contact Mike Hill, the Town Clerk, using the telephone number or email address below.

Name of Organisation	Love Longridge Ltd		
Address of Organisation. This should be the base if you have, or the venue where your activities are usually carried out.			
BTC House Chapel Hill Longridge PR3 3JY			
Charity Number (if applicable). If you are not a registered charity please enclose a copy of your constitution, and a copy of your most recent accounts.			
Constitution attached	Y	Copy of accounts attached	Y
Charity Number	n/a – not for profit organisation, not a charity		
Contact Name. Person completing this form. Please indicate your role within the organisation or group e.g. Secretary, Treasurer.			
Gary Ward			
Contact Address. Of the person completing this form including post code.			



Blue Sky Family Wealth Management Ltd

The business centre, Stonebridge Mill

Kestor Lane

Longridge

Telephone:

Mobile:

07875758221

Email:

gary@blueskyfwm.com

Briefly describe the objectives of the organisation or group and how it benefits the residents of Longridge.

We seek to make improvements to the town by assisting small business owners to succeed. We believe that a healthy business community makes for a healthy and happy overall community. This is traditionally done by putting on events that bring people into our town e.g. Longridge SoapBox Derby, Longridge Does Christmas, Tractor Rally and Santa Dash

Purpose for which any financial support is requested.

We would respectfully ask for help in providing toileting facilities and waste disposal (i.e. skip hire) for the upcoming Longridge SoapBox Derby. The provision of financial support not only helps us create increased support for St Catherine's Hospice, but also enables our volunteers to be more effective at clearing the streets of Longridge of litter. This helps reduce the level of complaints that occur, where it takes us a longer time to complete the task.

The provision of sufficient toilets is not only a legal requirement for the event but also encourages visitors to stay in the town longer and to spend more money in local businesses.



Amount Requested:

Please describe the level of financial support requested from the Council, and supply details of costs, including copies of invoices, quotations, price lists, or any additional information to show how you have arrived at the sum requested.

Amount Requested

£1,790

Details:

Toileting facilities - £1,230

2 x large skips - £560 (cheapest quote)

Confirmation:

I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant has been awarded does not take place.

I confirm that the information given above is correct.

Name of Applicant (please print) Gary Ward

Signature of Applicant: ***Gary Ward***

Date: 22/07/2025

TAX INVOICE

Longridge Soap Box Derby

Invoice Date
2 Oct 2024

Invoice Number
INV-1468

VAT Number
425119125

Portable Conveniences
23 Clarence Street
Barnoldswick
Lancashire
BB18 5DX
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Portable toilets	7.00	75.00	20%	525.00
Accessible toilets	2.00	100.00	20%	200.00
6 bay walk in urinals	2.00	150.00	20%	300.00
Subtotal				1,025.00
TOTAL VAT 20%				205.00
TOTAL GBP				1,230.00
Less Amount Paid				1,230.00
AMOUNT DUE GBP				0.00

Due Date: 9 Oct 2024
Terms : 7 days from invoice date
Remittance details:
Account name Portable Convenience
Account number 17029262
Sort code 05-04-69
Quote invoice number as payment reference

PAYMENT ADVICE

To: Portable Conveniences
23 Clarence Street
Barnoldswick
Lancashire
BB18 5DX
UNITED KINGDOM

Customer	Longridge Soap Box Derby
Invoice Number	INV-1468
Amount Due	0.00
Due Date	9 Oct 2024
Amount Enclosed	
Enter the amount you are paying above	

Name of Company	Quote for 2 x 8 yard skips	Delivery Date	Collection Date
HS Dransfield	£660	Late Friday night 12th	Early Monday Morning 15th
Blackburn Skips	Don't deliver to Longridge		
Pete Marquis			
Clitheroe Skip Hire	£560	2 Weeks Minimum	12th - 26th
JMS Skip Hire	£816.96	1 Week Minimum	12th - 19th
Mick George	£681.50	Saturday 13th	Monday 15th
Find a skip			Link sent to email to order



**CERTIFICATE OF INCORPORATION
OF A
PRIVATE LIMITED COMPANY**

Company Number **14061793**

The Registrar of Companies for England and Wales, hereby certifies that

LOVE LONGRIDGE LIMITED

is this day incorporated under the Companies Act 2006 as a private company, that the company is limited by guarantee, and the situation of its registered office is in England and Wales.

Given at Companies House, Cardiff, on **22nd April 2022**.

The above information was communicated by electronic means and authenticated by the
Registrar of Companies under section 1115 of the Companies Act 2006

COMPANY NOT HAVING A SHARE CAPITAL

Memorandum of Association of LOVE LONGRIDGE LIMITED

Each subscriber to this memorandum of association wishes to form a company under the Companies Act 2006 and agrees to become a member of the company.

Name of each subscriber	Authentication
GARY STEPHEN WARD	Authenticated Electronically
ANGELA JANE BARTLEY	Authenticated Electronically
MARTIN GARRY	Authenticated Electronically

Dated: 21/04/2022

Account Name
LOVE LONGRIDGE LIMITED

Account No 32395760 Sort Code 01-03-32 Page No 1 of 3



00003390/00005504/319 B 006517-0001-0
MR MARTIN GARRY
LOVE LONGRIDGE LIMITED
BTC HOUSE CHAPEL HILL
LONGRIDGE PRESTON
PR3 3JY



Current Account

Summary	
Statement Date	28 FEB 2025
Period Covered	29 NOV 2024 to 28 FEB 2025
Previous Balance	£4,517.23
Paid In	£927.33
Withdrawn	£1,845.83
New Balance	£3,598.73
BIC	NWBKGB2L
IBAN	GB38NWBK01033232395760

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
29 NOV 2024	BROUGHT FORWARD			4,517.23
	Automated Credit CHARLOTTE BLEZARD 610 FP 29/11/24 1147 00153425632HHJJXVZ	10.00		4,527.23
	Automated Credit FREDERICK BLEZARD 609 FP 29/11/24 1327 00153425632HHJNYFT	10.00		4,537.23
	OnLine Transaction ANGELA BARTLEY Tractor run prize VIA MOBILE - PYMT FP 29/11/24 10 37181200353863000N		150.00	4,387.23
02 DEC	Automated Credit MILLER RE&P 626 ROB MILLER FP 01/12/24 0005 911723645000102101	10.00		4,397.23
03 DEC	OnLine Transaction ANDERTON TP 619 VIA MOBILE - PYMT	10.00		4,407.23
04 DEC	Automated Credit EMMA BAINES SANTA GROTTO FP 04/12/24 1244 00153425632HHSVMBN	465.33		4,872.56
06 DEC	Credit 000053	70.00		4,942.56
09 DEC	Automated Credit BOOKT CLIENT BKTZNE INV-754382 FP 08/12/24 1011 042809551101802101	322.00		5,264.56
11 DEC	OnLine Transaction SIMON DEE INVOICE 2648 VIA MOBILE - PYMT FP 10/12/24 10 27234150435511000N		222.00	5,042.56
	OnLine Transaction Caroline Kenyon Inv 141 VIA MOBILE - PYMT FP 11/12/24 10 4700310297774000N		150.00	4,892.56
	OnLine Transaction S Robert P Benthon Inv 63 VIA MOBILE - PYMT FP 11/12/24 10 42005912754688000N		140.00	4,752.56
16 DEC	Direct Debit HISCOX HISCOX PIB 8091032		12.28	4,740.28
17 DEC	OnLine Transaction Adam Wright Santa VIA MOBILE - PYMT		465.33	4,274.95
20 DEC	Automated Credit SUTCLIFFE B 627 FP 20/12/24 1013 RP4659988749846300	10.00		4,284.95
	OnLine Transaction Royal British Legi PCJ07 VIA MOBILE - PYMT FP 20/12/24 10 03014230189021000N		25.00	4,259.95
24 DEC	OnLine Transaction Charlotte Boden 2029 VIA MOBILE - PYMT FP 24/12/24 10 52070630046986000N		100.00	4,159.95
27 DEC	Standing Order VICTORIA SLATER LOVE LONGRIDGE FP 27/12/24 30 58013555716620000N		80.00	4,079.95
30 DEC	OnLine Transaction HARRISON WJ Tractor run VIA MOBILE - PYMT	20.00		4,099.95
15 JAN 2025	Direct Debit HISCOX HISCOX PIB 8091032		12.28	4,087.67
27 JAN	OnLine Transaction ILEY FOALS LTD Soapbox domain VIA MOBILE - PYMT FP 27/01/25 10 16134305544353000N		86.26	4,001.41
	Standing Order VICTORIA SLATER LOVE LONGRIDGE FP 27/01/25 30 26013400576889000N		80.00	3,921.41

National Westminster Bank Plc. Registered in England & Wales No 920027.
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RETSTMT - V124 12/02/25

Account Name
LOVE LONGRIDGE LIMITED

Account No 32395760 Sort Code 01-03-32 Page No 2 of 3



NatWest

000339000005504/319 B

0008517-0001-0

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			3,691.01
14 FEB	OnLine Transaction THOMAS HAVLIN Soapbox wix VIA MOBILE - PYMT FP 14/02/25 10 34141124475632000N		230.40	3,691.01
17 FEB	Direct Debit HISCOX HISCOX PIB 8091032		12.28	3,678.73
25 FEB	Standing Order VICTORIA SLATER LOVE LONGRIDGE FP 25/02/25 30 27023306426247000N		80.00	3,598.73

Unaudited Financial Statements
for the Year Ended 30 April 2025
for
Love Longridge Limited

Love Longridge Limited
Contents of the Financial Statements
for the Year Ended 30 April 2025

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Detailed Income and Expenditure Account	4
Detailed Balance Sheet	5

Love Longridge Limited
Income Statement
for the Year Ended 30 April 2025

	30.4.25 £	30.4.24 £
INCOME	50,854	42,050
Other income	536	-
Direct costs	(32,756)	(25,657)
Depreciation and other amounts written off assets	(180)	(90)
Other charges	(19,009)	(16,967)
Taxation	-	-
DEFICIT	<u>(555)</u>	<u>(664)</u>

Love Longridge Limited (Registered number: 14061793)

Balance Sheet
30 April 2025

	30.4.25		30.4.24	
	£	£	£	£
FIXED ASSETS		600		330
CURRENT ASSETS	32,433		42,331	
CREDITORS				
Amounts falling due within one year	(28,342)		(37,415)	
NET CURRENT ASSETS		4,091		4,916
TOTAL ASSETS LESS CURRENT LIABILITIES		4,691		5,246
RESERVES		4,691		5,246

NOTES TO THE FINANCIAL STATEMENTS

1. STATUTORY INFORMATION

Love Longridge Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address are as below:

Registered number: 14061793

Registered office: BTC House
Chapel Hill
Longridge
Preston
Lancashire
PR3 3JY

2. AVERAGE NUMBER OF DIRECTORS AND EMPLOYEES

The average number of employees during the year was 3 (2024 - 3).

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2025 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

Love Longridge Limited (Registered number: 14061793)

Balance Sheet - continued
30 April 2025

The financial statements have been prepared in accordance with the micro-entity provisions.

The financial statements were approved by the Board of Directors and authorised for issue on
..... and were signed on its behalf by:

.....
Mr M Garry BA (Hons), FCA - Director

Love Longridge Limited
Detailed Income and Expenditure Account
for the Year Ended 30 April 2025

	30.4.25		30.4.24	
	£	£	£	£
Income				
Soapbox Derby income generated	47,652		37,837	
Longridge Does Xmas income generated	<u>3,202</u>		<u>4,213</u>	
		50,854		42,050
Cost of sales				
Soapbox Derby direct costs	29,664		23,721	
Longridge Does Xmas direct costs	<u>3,092</u>		<u>1,936</u>	
		<u>32,756</u>		<u>25,657</u>
GROSS SURPLUS		18,098		16,393
Other income				
Sundry receipts	36		-	
Grants received	<u>500</u>		<u>-</u>	
		536		-
		18,634		16,393
Expenditure				
Rent	640		-	
Insurance	132		120	
Marketing and design costs	540		808	
Travelling	238		57	
Repairs and renewals	402		-	
Computer and website expenses	114		1,200	
Sundry expenses	212		77	
Donations	<u>16,731</u>		<u>14,705</u>	
		19,009		16,967
		(375)		(574)
Depreciation				
Plant and machinery	150		-	
Fixtures and fittings	<u>30</u>		<u>90</u>	
		180		90
NET DEFICIT		<u>(555)</u>		<u>(664)</u>

This page does not form part of the statutory financial statements

Love Longridge Limited
Detailed Balance Sheet
for the Year Ended 30 April 2025

	30.4.25 £	30.4.24 £
FIXED ASSETS		
Plant and machinery	510	-
Fixtures and fittings	90	330
	<u>600</u>	<u>330</u>
CURRENT ASSETS		
Trade debtors	25,135	2,190
Prepayments	1,333	598
Bank account no. 1	5,920	39,543
Cash in hand	45	-
	<u>32,433</u>	<u>42,331</u>
CREDITORS		
Amounts falling due within one year		
Trade creditors	(97)	-
Accruals and deferred income	(28,245)	(37,280)
Accrued expenses	-	(135)
	<u>(28,342)</u>	<u>(37,415)</u>
NET CURRENT ASSETS	<u>4,091</u>	<u>4,916</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>4,691</u>	<u>5,246</u>
NET ASSETS	<u>4,691</u>	<u>5,246</u>
RESERVES		
Income and expenditure account	<u>4,691</u>	<u>5,246</u>

This page does not form part of the statutory financial statements

Agenda Item 11

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 September 2025
Title:	Halloween Competition
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider donating a prize to a Halloween Competition being organised by Pendle Hill Properties and support an initiative that would encourage local shops to dress their windows, with a prize for the best dressed shop window on the high street (no funds required from the Town Council).

2. Background.

Members may recall they donated a £100 e-gift card from Smyths Toys to last year's winner.

3. Members are recommended to consider:

- a. The request for a donation.
- b. Supporting the best dressed shop window initiative
- c. Allowing the Town Council's logo and name to be included in any marketing material.

Agenda Item 12

For Information/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 September 2025
Title:	Mayors Ball - Update
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

2. Introduction:

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

3. Update:

The services of a DJ, MC and a singer have been confirmed. Civics, individuals and organisations have been invited and publicity on social media has started.

Ticket Sales:

To date 22 guests have paid (£1,100) and 28 have stated they will attend.

Who	Details	Paid	Menu
Civics	South Ribble x two	No	Yes
	Burnley x two	No	No
	Ribble Valley Borough Council x three	Yes	Yes
	Rossendale x two	Yes	Yes
Town Councillors	Three	Yes	Yes
Town Cllr. Guests	Three	Yes	Yes
Clerk and Guest.	Two	Yes	Yes
Mayor's Party	Five	3	5
Other Guests	Six	6	6

4. Members are recommended:

To note the update.

Agenda Item 13

For Information/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 September 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:	3/2025/0653	No comments received from members.
	Variation of Condition	
Proposal:	Variation of condition 2 (Plans) on permission 3/2023/0706 for the proposed erection of 34 Class E(g) units and one battery storage and maintenance unit with associated parking and access. Resubmission of application 3/2022/0553.	
Location:	Higher College Farm Lower Road Longridge PR3 2YY	
Link:	Planning Application - Ribble Valley Borough Council	

Application:	3/2025/0496	No comments received from members.
	For Full Consent	
Proposal:	Demolition of rear lean-to extension and garage. Proposed single storey side and rear extensions to form garage, WC, utility and kitchen area.	
Location:	18 Hornby Road Longridge Preston PR3 3RE	
Link:	Planning Application - Ribble Valley Borough Council	

Application:	3/2025/0614	No comments received from members.
	For Full Consent	
Proposal:	Proposed change of use of the existing dwellinghouse (C3) to a small children's residential home (C2)	
Location:	Higher College Farm Lower Road Longridge PR3 2YY	
Link:	Planning Application - Ribble Valley Borough Council	

Application:	3/2025/0462	No comments received from members.
	For Full Consent	
Proposal:	Proposed conversion of existing workshop to holiday cottage associated with Beacon Fell View Caravan Park. Proposed works to include creation of first floor and balcony, alterations to roof and insertion of new windows.	
Location:	Beacon Fell View Caravan Park Higher Road Longridge PR3 2TF	
Link:	Planning Application - Ribble Valley Borough Council	

Application:	3/2025/0141	No comments received from members.
	For Full Consent	
Proposal:	Regularisation of erection of three commercial buildings (10 commercial units Use Class E) and associated works.	
Location:	Bolton Fold Farm Alston Lane Longridge PR3 3BN	
Link:	Planning Application - Ribble Valley Borough Council	

Application:	3/2025/0511	Has been approved with conditions
	Alter of Extend a Listed Building	
Proposal:	Listed Building Consent for internal works to renew and thermally upgrade the ground floor slab, replaster and thermally upgrade the external walls, install thermal roof insulation and creation of a WC at ground floor and an ensuite at first floor.	
Location:	Writtenstone Farm Writtenstone Lane Longridge PR3 2ZN	
Link:	Planning Application - Ribble Valley Borough Council	
Cllr. Walker Comments:	Listed building consent is specialist work and RVBC will need to consult with specialists in that field.	

Application:	3/2025/0515	Has been approved with conditions
	Advertisements	
Proposal:	Installation of fascia signage with blue internally illuminated co-op logo, projecting sign and non-illuminated white acrylic welcome text.	
Location:	35 - 37 Berry Lane Longridge PR3 3JL – Co-op.	
Link:	Planning Application - Ribble Valley Borough Council	
Cllr. Walker Comments:	The Town Council have refused other illuminated signage along Berry Lane.	

3. Members are recommended to:

Note the report.

Agenda Item 14

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	10 September 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 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	Noted
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	Action required
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	This meeting

3. 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	Complete
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	Complete
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

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
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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	This meeting
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
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	No longer required
17	Arrange a convenient time when the applicant can be interviewed by current councillors	Clerk	No longer required

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 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

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 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.

9. Members are recommended:

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

Agenda Item 15

For Information/Discussion

Meeting:	Full Council
Meeting Date:	10 September 2025
Title:	UK Shared Prosperity and Jubilee Fund
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on the grant requests submitted by the Town Council requesting funds from the UK Shared Prosperity and Jubilee Fund.

2. Introduction:

RVBC asked if the 'Longridge Bidders' that is the Town Council, LSEC, Longridge Band and the Men's Shed could work together to develop one overarching project for Longridge which would leave a legacy and also provide a 'central' community hub which would support all the various groups in the town for the benefit of the community.

On 2 September 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.

3. Update - Sports and Social Club:

On the 3 September Nicola Hopkins emailed the Town Council stating that the Policy and Finance Working Group at their meeting on 2 September, had requested the following information regarding the redevelopment of the Sports and Social Club. The email also acknowledged that the bids from the Town Council and the Band could be combined.

- A copy of the building survey.
- Full details of the development costs.
- Full details of the proposed lease arrangements - at this stage Heads of Terms.
- Full details of the future management of the facility.

The above information was emailed to RVBC on 8 September. The matter will be discussed at the Policy and Finance Committee on Tuesday 16 September.

4. Update – Other Town Council Requests for Funds.

The Town Council agreed to drop all other requests for funds with the exception of restoring the Heritage Office, here the Working Group stated that they would only consider funding for solar panels, however the Heritage Centre do not want to continue with a request just for solar panels.

5. Stage Two of the Towneley Garden Event Space Project.

The request that the existing £90,000 towards the Towneley Gardens project be provided to the Town Council as a grant, forms part of the Committee report- the Working Group will consider requests for further funding for this project on the completion of phase 1

6. Members are recommended:

To note the update.

Meeting:	Full Council
Meeting Date:	10 September 2025
Title:	Banking Hub
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider establishing a Banking Hub in Longridge.

2 Summary

This report provides an overview of Banking Hubs as a solution to maintain access to cash and essential banking services in communities affected by bank branch closures. It includes examples of operational hubs in nearby areas and outlines the process for setting up a Banking Hub in Longridge, based on established procedures managed by LINK and Cash Access UK.

3 Introduction

A Banking Hub is a shared community facility owned by Cash Access UK and operated by the Post Office, providing face-to-face banking services for customers of multiple banks. These hubs offer essential services such as cash withdrawals, deposits, balance enquiries, cheque processing, and bill payments, available Monday to Friday from 9am to 5pm. They are particularly valuable in areas where traditional bank branches have closed, ensuring continued access to cash for residents, businesses, and vulnerable groups.

As of May 2025, 150 such hubs are operational across the UK, with more announced to address gaps in cash access.

Longridge has experienced similar challenges with branch reductions, making a local hub a viable option to support the community's economic and social needs.

4 Examples of Existing Banking Hubs - Locally

Several Banking Hubs are already in place in Lancashire and the surrounding North West region, serving as models for what could be implemented in Longridge. These hubs have been established in response to local demands and bank closures, providing a neutral space where representatives from major banks rotate to offer personalised services. Below are key examples, highlighting their setup, services, and impact.

4.1 Garstang

Garstang opened in early September 2025 at Unit 1, River View, 96 High Street, following the closure of the town's last traditional bank branch (NatWest) earlier in the year. The hub is operated by the Post Office and owned by Cash Access UK, providing shared services for customers of major banks like Barclays, HSBC, Lloyds, NatWest, and Santander.

4.2 Key Details:

- **Opening Hours:** Monday to Friday, 9am to 5pm (closed on bank holidays).
- **Services Available:**
 - Counter services (any day): Cash withdrawals and deposits (notes and coins), cheque deposits, balance checks, utility bill payments, and gas/electricity top-ups.
 - Community banker service (rotating schedule): Face-to-face support for complex issues like account management, payments, transfers, online banking setup, debt advice, or fraud support. A different bank is available each weekday based on local customer demand.
- **Business Support:** Includes coin exchange and change-giving for registered businesses.
- **Accessibility:** The site is in a historic building (former Garstang Town Hall) in the town centre, with planning approved to preserve its character while adding modern features like an ATM and signage.

This hub was recommended by LINK (the UK's cash access network) after assessing the impact of the NatWest closure on the community of around 5,000 residents and local businesses. It's one of seven operational hubs in Lancashire as of September 2025, helping maintain cash access amid over 6,000 UK branch closures since 2015.

4.3 Kirkham, Lancashire

Opened in April 2025 at the William Segar Hodgson Pavilion, the Kirkham Banking Hub serves a community similar in size and rural character to Longridge, approximately 12 miles away. It offers standard services including cash transactions and utility bill payments, and has been well-received for restoring in-person banking access after local branch closures. The hub operates as a community-led initiative, with local organisations involved in its promotion.

4.4 Fleetwood, Lancashire

This hub opened in March 2025 and is one of 11 launched simultaneously across the UK. Located about 20 miles north of Longridge, it provides comprehensive cash access for personal and business customers, including coin deposits and cheque handling. Fleetwood's hub has helped local businesses maintain cash-based operations and supported elderly residents who prefer face-to-face services, demonstrating quick implementation following a community assessment.

4.5 Darwen, Lancashire

Operational in the Blackburn with Darwen area, roughly 15 miles south of Longridge, the Darwen Banking Hub features counter services for cash in/out, balance checks, and more. It exemplifies how hubs can be integrated into existing community spaces, with participation from banks like HSBC. The hub has addressed gaps left by branch closures, boosting local economic resilience.

4.6 Bacup, Lancashire

Situated in the Rossendale district, about 25 miles east of Longridge, Bacup's hub includes services like cheque deposits and has been praised for its role in supporting small businesses. Managed by the Post Office with bank rotations, it highlights the collaborative model between communities, LINK, and Cash Access UK.

These examples show that Banking Hubs in the region, such as those in Barnoldswick and Horwich (also in Lancashire or nearby Greater Manchester), have been successfully rolled out in towns with populations and demographics comparable to Longridge's approximately 7,500 residents. They typically open within 6-12 months of approval, depending on site availability and assessments.

5 Process for Setting Up a Banking Hub in Longridge

Establishing a Banking Hub involves a structured review process coordinated by LINK, the UK's ATM network operator, in partnership with Cash Access UK. The Town Council, as a community representative, can lead this effort. The following steps outline the procedure, based on official guidelines.

- a. **Assess Local Needs and Eligibility:** Evaluate current cash access in Longridge using tools like LINK's Cash Locator to identify gaps in ATMs, Post Offices, or branches. Confirm if a review has been conducted in the past year; if not, proceed if there is evidence of difficulty accessing cash, considering factors like community size, age profile, business numbers, and digital adoption.
- b. **Gather Required Information:** Prepare details for the request, including:
 - Consent for data storage.
 - Information about the requester (e.g., Town Council).
 - Description of the community affected.
 - Specific services needed (e.g., cash deposits for businesses).
 - Details on existing facilities and why they are inadequate.
- c. **Submit the Request to LINK:** Complete the Cash Access Assessment Request form online or download it from LINK's website and post it to LINK Scheme Ltd, Central House, Otley Road, Harrogate, HG3 1UF. Submissions can be made by individuals, groups, or organizations like the Town Council.
- d. **LINK's Review and Assessment:** LINK will evaluate the submission, potentially declining if needs are already met or if the request lacks justification. If approved, they conduct a full assessment, which may recommend a Banking Hub, new ATM, or deposit service. This involves consulting stakeholders and analysing data.
- e. **Implementation if Recommended:** Upon approval, Cash Access UK oversees setup, identifying a site (e.g., a community building) and coordinating with the Post Office for operations. Banks participate on a rotating basis. No specific timelines are mandated, but recent hubs like Kirkham took about 6 months from announcement to opening.

The process is free and community-driven, with outcomes communicated directly. If a hub is recommended, it could be operational within a year, subject to site and funding availability.

6 Conclusions

Banking Hubs have proven effective in nearby Lancashire towns, preserving essential services and supporting local economies. Given Longridge's similar context, establishing one would enhance cash access and community resilience. The Town Council should promptly submit a request to LINK, gathering local input from residents and businesses to strengthen the case. This proactive step aligns with national efforts to protect cash access under FCA regulations. Further consultation with Cash Access UK is advised for tailored guidance.

7 Members are recommended:

To initiate a cash access review to assess the community's needs and potentially establish a hub.