



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 12 November 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 8 October 2025, Town Council Meeting.

5. Public Participation.

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

ITEMS for DECISION/DISCUSSION

6. Financial Matters.

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

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

7. Freedom of Longridge.

Report of the Clerk (enclosed), for members to consider conferring the Freedom of Longridge to a person who has retired after 56 years as a Longridge Town crossing patrol officer.

8. UKSPF - Grant for Solar Panels

Report of the Clerk (enclosed), for members to consider the terms that will be set out in a Grant Agreement to be issued by RVBC and whether it still wishes to proceed with the project.

9. Appointment of Admin Assistant/Deputy Clerk.

Report of the Clerk (enclosed), for members to approve the appointment of an Admin. Assistant.

10. Membership of committees and working groups etc.

Report of the Clerk (enclosed), for members to re-consider the membership of committees, representatives on outside bodies and standing working groups.

ITEMS for INFORMATION/DISCUSSION

11. Planning Applications.

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

12. Call for Sites.

Report enclosed. For members to consider whether there is a need for more employment within the Longridge area. *This Item is led by Cllr. Rogerson.*

13. Update on Actions from Previous Meetings.

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

14. Ribble Valley Shared Prosperity and Jubilee Fund.

Verbal update by the Clerk, updating members on the latest situation.

15. Councillor Reports/Updates.

Reports (if any) and verbal updates.

16. Future Meetings.

2025: 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 – Minutes

Date:	8 October 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), R. Walker, D. Jackson, N. Stubbs, K. Spencer, P. Smith, J. Rogerson and M. Gornall.		
In attendance:	Town Clerk and one member of the public.		
Meeting started:	19:00	Meeting closed:	20:08

251008/

1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson) welcomed everyone to the meeting, and provided an update on the recent Mayoral duties and thanked the Mayoral Ball Working Group for their efforts in organising the event.

2. APOLOGIES FOR ABSENCE.

Members accepted apologies from Town Councillors Hindle, Eccles, Rainford and Wallbank and County Councillor Duxbury.

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

- Cllr. Rogerson declared an interest in Agenda Item 7 Grant Requests – Girl Guides.
- Cllr. Gornall declared an interest in Agenda Item 8 Heritage Centre Lease

4. APPROVE THE MINUTES OF THE LAST COUNCIL MEETINGS.

The minutes of the meeting held on 10 September 2025 were agreed as correct records and signed by the Chair.

5. PUBLIC PARTICIPATION.

The Chair granted permission for a member of the public to address the Council on the proposed housing development near the Longridge Town Football Club. It was noted that the planning authority for the proposed development is Preston City Council.

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. Approve the Schedule of Payments as set out in the Report and in Table 1 below.

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

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

The Clerk submitted a report requesting members to consider a grant request from Longridge Girls Guides and to re-consider a grant request from the Longridge School of Samba.

RESOLVED THAT COUNCIL:

- a. Authorise the Clerk to make the necessary arrangement to pay £225 to the Longridge School of Samba.
- b. Request the Clerk to contact the Girl Guides and request copies of the quotes they had received for the roof repairs; information as to their plans for the current building and whether they had requested funds from other sources and for how much.

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

The Clerk submitted a report requesting members to consider minor amendments to the lease that was approved at the 10 September 2025 Council meeting.

RESOLVED THAT COUNCIL:

- a. Approved the minor changes.
- b. Request the Clerk to arrange for the revised lease to be signed.

9. TOWNELEY GARDEN AWARD OF GRANT

The Clerk submitted a report requesting members to consider the terms that would be set out in a Grant Agreement to be issued by RVBC and whether the Council wished to proceed with the Towneley Garden, Event Space Project.

The Report noted that the Town Council has had written confirmation from RVBC that it will provide a grant of £90,000 to the Town Council to part-fund the creation of an event space on the former bowling green at Towneley Garden.

The Report also noted that as the land is owned by RVBC, a separate licence/legal agreement will be required between the parties to allow the Town Council and/or their contractors to enter the land to undertake the works.

RESOLVED THAT COUNCIL:

- a. Agree the Terms as set out in the Report.
- b. Authorise the Clerk to write to RVBC confirming the Town Council is able to comply with the requirements and that it wishes to proceed.
- c. Set up a Working Group to take the project forward.

10. MAYORAL BALL – UPDATE

The Clerk submitted a report updating members on the arrangements for the 2025 Mayoral Ball.

RESOLVED THAT COUNCIL:

Note the update.

11. PLANNING MATTERS

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

RESOLVED THAT COUNCIL:

Note the Report and comments (if any) submitted to RVBC since the last Full Council meeting.

12. UPDATE ON ACTIONS SINCE THE LAST MEETING

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

RESOLVED THAT COUNCIL:

Note the Report

13. RVBC UK SHARED PROSPERITY FUND

The Clerk submitted a report updating members on the latest situation regarding the Council's grant requests for funds to re-develop the disused Sports and Social Club and for the re-decoration of the Longridge Heritage Centre.

RESOLVED THAT COUNCIL:

Note the Report

14. COMMUNITY WELL-BEING GARDEN

The Clerk submitted a report updating members on the Community Well-Being Garden project. The Report noted the lease for the Community Garden was completed on 30 September 2025.

RESOLVED THAT COUNCIL:

- a. Note the Report
- b. Request the Clerk to convene a meeting of the Community Garden Working Group and to co-opt additional members to the group.

15. LOCAL GOVERNMENT REORGANISATION

The Clerk submitted a report updating members on the UK Government's proposals for Local Government Reorganisation.

RESOLVED THAT COUNCIL:

Note the Report

16. TRANSFER OF ASSETS FROM RVBC.

The Clerk submitted a report updating members on matters relating to the transfer of assets to the Town Council.

RESOLVED THAT COUNCIL

- a. Note the Report
- b. Request the Clerk to submit a list of assets the Town Council may wish to be transferred and the estimated cost of maintaining them, to a future meeting of Full Council

17. COUNCILLOR REPORTS AND UPDATES.

Cllr. Jackson noted that the Stonebridge Surgery has agreed to provide and install planters outside the surgery which LEAF will be asked to maintain.

Cllr. Jackson also noted that when the Community Garden is up and running it could form part of the Social Subscribing (Community Referral) initiative.

RESOLVED THAT COUNCIL

- a. Request the clerk to submit a report to the next meeting of the Full Council regarding conferring the Freedom of Longridge to a person who has retired after 56 years as a Longridge Town crossing patrol officer.
- b. Approve expenditure of £100 as a gift to the crossing patrol officer.

18. DATES OF FUTURE MEETINGS.

2025: 12 November and 10 December.

2026: 14 January, 11 February and 11 March.

SIGNED BY CHAIR FOR THE MEETING:

A wet signed copy is on file.

DATE:

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

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: 12/11/2025

Title: Finance Report

Submitted by: Clerk and Responsible Financial Officer

Purpose of the report:

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

Recommendations:

1. Approve the Report and specifically the:
2. Schedule of Payments (if any).

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	1575	Lentech	50m of festoon lighting to one christmas tree and additional lighting to the larger tree. With ancillary kit and installation. <i>The lights on the smaller tree no longer work as they were broken last year.</i>	480.00	80.00	400.00	15/11/25	
2	3853	TV Sahaw Propery	Legal fees for the community garden	500.00	-	500.00		28/10/25
				980.00	80.00	900.00		

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

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

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

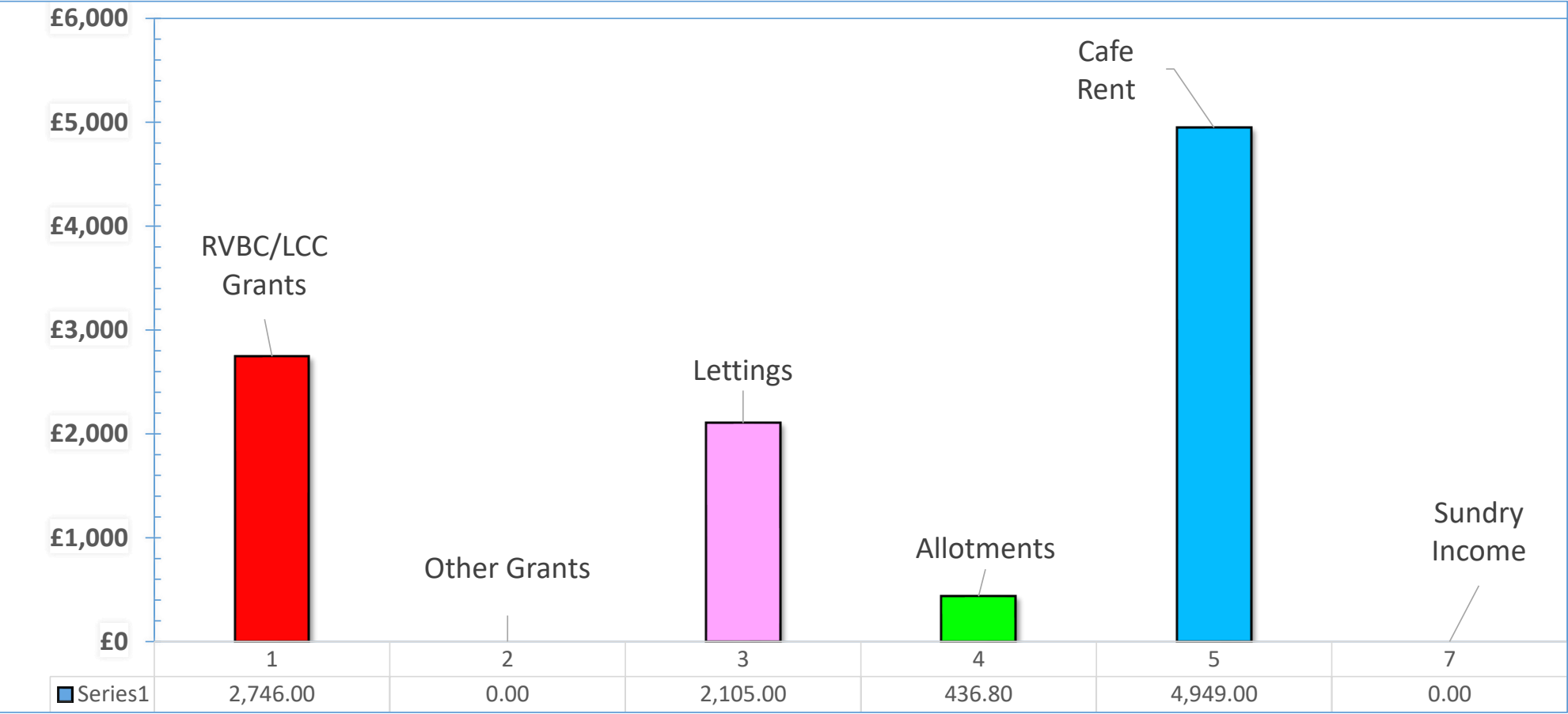
Bank			Income Streams										
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC/LCC Grants	Other Grants	Lettings	Allotment	Old Station		Sundry	Reserve Interest	Totals
									Rent	Utilities			
23/06/25	Art Group	Magaret Baugh					200.00						200.00
01/07/25	DD	Café Rent							707.00				707.00
08/07/25	G 08/25	The Gatherings (Andrew)					100.00						100.00
08/07/25	u3a	Various u3a groups					60.00						60.00
10/07/25	Plot E	Thurlow						72.80					72.80
21/07/25	Plot F	Margerison						72.80					72.80
01/08/25	DD	Café Rent							707.00				707.00
05/08/25	Art Group	Margaret Baugh					200.00						200.00
11/08/25		Gas charges contribution								119.85			119.85
11/08/25		Electricity contribution								159.13			159.13
11/08/25		Water charges contribution								459.51			459.51
15/08/25	AK 001	Knox Thomas					80.00						80.00
15/08/25	G-09/25	Kingdom Ministries (Gather)					125.00						125.00
01/09/25		Café Rent							707.00				707.00
09/09/25	G-10/25	Kingdom Ministries (Gather)					100.00						100.00
11/09/25	Art Group	Margaret Baugh					175.00						175.00
15/09/25	AK002	Knox Thomas					170.00						170.00
29/09/25	00009250	Concurrent Grant			1,746.00								1,746.00
10/10/25	u3a-94	Longridge u3a					140.00						140.00
24/10/25	G-11/25	Gatherings					75.00						75.00
03/11/25		Café Rent							707.00				707.00
Total as at 22/10/2025:			98,195.00	3,865.51	2,746.00	0.00	2,105.00	436.80	4,949.00	1,454.41	0.00	79.82	113,831.54

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									

Mayoral Ball	
All Income:	5,459.85
Expenditure:	2,252.28
Balance:	3,207.57

Breakdown of Spend	
Meal x 81	1,856.25
DJ:	225.00
Flowers:	100.00
Welcome drinks:	53.87
Misc:	17.16
Total:	2,252.28

Revenue Streams as at 20/08/2025



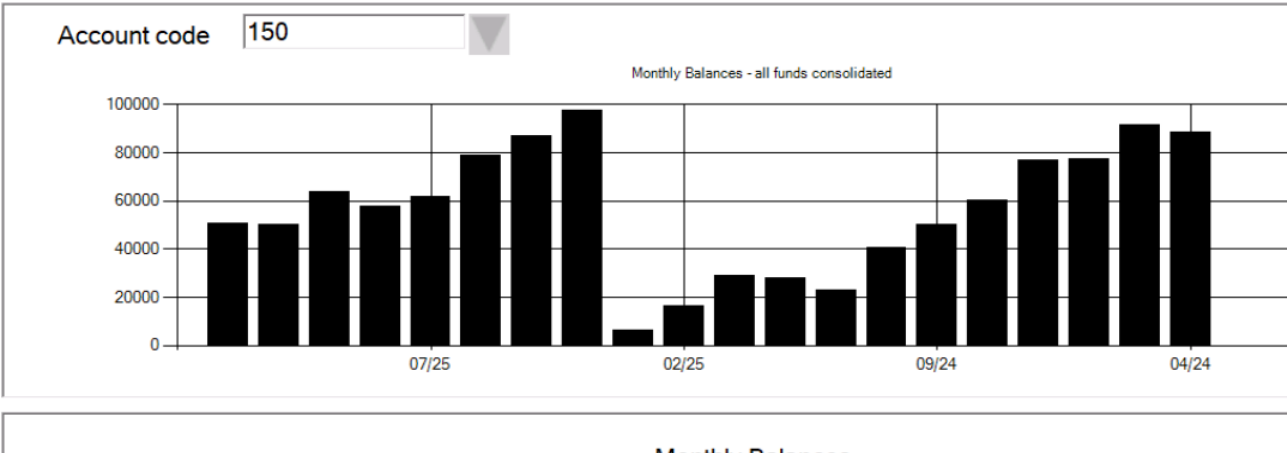
Total £ 10,236.80

Summary - Receipts and Payments at 05/11/25

£	
Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	137,849.23
Less total payments to date:	-93,612.32
Balance at 05-11-2025:	50,607.23
£	
Unity Trust Balance at 05-11-25:	50,607.23
Mayoral Ball Funds:	4,087.51
Unity Balance at 05-11-25 less Mayoral Funds:	46,519.72

Council's Accounting System

If these two figures are different an explanation is required.



NatWest - 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
Balance 30 September 2025:	68,684.92

NatWest - Longridge Town Council

£

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



Meeting:	Full Council
Meeting Date:	12 November 2025
Title:	Freedom of Longridge
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider **giving the Freedom of Longridge** to a person who has retired after 56 years as a Longridge Town crossing patrol officer.

2 Introduction

Members will recall at their meeting on 8 October 2025 they requested the clerk to submit a report to the next meeting of the Full Council regarding conferring the Freedom of Longridge to a person who has retired after 56 years as a Longridge Town crossing patrol officer, in addition they also approved expenditure of £100 as a gift to the crossing patrol officer.

3 The Honours System in Longridge

Longridge Town Council, operates under the Local Government Act 1972, which empowers parish and town councils in England to confer civic honours. The terms '**made a Freeman of Longridge**' and '**given the Freedom of Longridge**' refer to related but subtly distinct aspects of the same honorary tradition, rooted in medieval English customs.

These honours are symbolic today, carrying no legal privileges, which were phased out by reforms like the Municipal Corporations Act 1835 and the Representation of the People Act 1918), but they both recognise outstanding contributions to the community.

The differences are highlight below:

3.1 Being "Made a Freeman of Longridge"

- **What it is:** This is the **personal title** awarded to an individual, making them an *Honorary Freeman* (or *Honorary Freewoman*, as the title is gender-neutral in modern usage). It is the highest civic distinction a town council like Longridge's can bestow on a person.
- **Who receives it:** Typically awarded to "persons of distinction" or those who have "rendered eminent services" to Longridge, such as long-serving councillors, community leaders, philanthropists, or local heroes. For example, in Preston similar awards have gone to councillors like Jonathan Saksena in 2025 for decades of service.
- **Process:**
 - Nominated by councillors or residents.
 - Approved by a two-thirds majority vote at a full council meeting (per standard local government protocols).
 - Involves a formal admission ceremony, often at the town hall or a civic venue, where the recipient signs the *Freedom Roll* (a historical ledger) and receives a sealed, illuminated scroll or certificate.

- **Significance:** The recipient becomes part of a select "roll of freemen," entitled to ceremonial roles (e.g., participating in parades or civic events). Historically, freemen had trading rights and political influence in boroughs, but in Longridge, it would be purely honorary.
- **Examples in context:** While specific Longridge recipients are not widely documented publicly (small town councils often keep records internal), the practice aligns with Lancashire precedents, like Lancaster's freemen lists dating back centuries, where individuals were admitted by patrimony, apprenticeship, or honour.

3.2 Being "Given the Freedom of Longridge"

- **What it is:** This refers to the **actual honour or award itself**—the *Honorary Freedom of the Town* (or *Freedom of the Town*). It is the collective term for granting the status, and the phrasing emphasises the "gift" from the council to the recipient.
- **Who receives it:** Same criteria as above, but the language highlights the act of bestowal rather than the resulting title. It can also extend (rarely) to organisations or military units, granting them the "freedom to march" through the town with arms (a ceremonial parade right).
- **Process:** Identical to the freeman admission—formal resolution, vote, ceremony, and documentation. The "giving" culminates in the presentation of the scroll during the event.
- **Significance:** Symbolises the town's gratitude and integration of the recipient into its "free" citizenry. It traces back to medieval charters (e.g., King John's 1199 charter for Preston, which influenced local towns like Longridge), where "freedom" meant exemption from feudal dues and the right to civic participation.
- **Examples in context:** In Preston, the "Freedom of Preston" was awarded to Councillor Saksena in a 2025 ceremony at the Town Hall, complete with a mayor-led address and scroll presentation. Longridge, as a smaller entity, follows suit but on a local scale.

Key Differences:

Aspect	Made a Freeman of Longridge	Given the Freedom of Longridge
Focus	The recipient's title/status, e.g., ‘Mary Smith’, Freeman of Longridge”).	The honour granted (the act or entity, e.g., ‘the Freedom’ as a symbolic gift).
Phrasing in Use	Describes the outcome: ‘ <i>She was made a Freeman for her charity work.</i> ’	Describes the bestowal: ‘ <i>The council gave her the Freedom for her service.</i> ’
Recipients	Exclusively individuals.	Primarily individuals, but can include groups/units (e.g., a regiment).
Legal/Practical Effect	Results in the title; invites to civic events (e.g., Remembrance Day processions).	The mechanism delivering the title; no standalone rights.

3.3 Recent Awards:

From looking at the files, it appears that Mr Walter Clayton was awarded the Freedom of Longridge in September 2019 for his services during WWII. Steve Ashcroft was the Town Mayor at the time.

3.4 Summary:

In essence there is no substantive difference - the two phrases describe interconnected sides of the same civic honour.

‘Made a Freeman’ emphasises the person's new status, while **‘Given the Freedom’** underscores the council's recognition. Both stem from the Honorary Freedom of Boroughs Act 1885 (updated in the 1972 Local Government Act), allowing even small councils like Longridge's to perpetuate this tradition.

In relation to the award being considered at this meeting, being Given the Freedom of Longridge would appear the most appropriate award.

4 The Significance of being Given the Freedom of Longridge Award.

4.1 Summary

The Freedom of Longridge is the highest honorary distinction conferred by Longridge Town Council, symbolising profound gratitude and community recognition. Awarding it to a resident who has retired after 56 years of service as a crossing patrol officer, ensuring the safe passage of children across Longridge's roads, underscores an extraordinary legacy of dedication to public safety and child welfare. Rooted in historical tradition but adapted for modern civic life, this honour celebrates the recipient's pivotal role in safeguarding the town's youth.

4.2 Meaning and Significance

Granting the Freedom of Longridge to a resident who served 56 years as a crossing patrol officer signifies:

- **Extraordinary Dedication to Child Safety:** The recipient's 56-year tenure ensured generations of Longridge children crossed roads safely to and from school, preventing accidents and fostering a secure environment. This consistent presence at crossings, at key locations like Berry Lane made them a trusted figure, integral to daily life.
- **Community Gratitude and Legacy:** The award immortalises their impact, recognising a lifetime of early mornings, inclement weather, and unwavering commitment. It positions the recipient as a role model, inspiring civic duty and community care in a town valuing its close-knit spirit.
- **Civic Prestige:** As Longridge's highest honour, voted by the council, it elevates the recipient's status, reflecting collective appreciation for protecting the town's future—its children. This surpasses lesser recognitions, like certificates, in its rarity and esteem.
- The award celebrates the resident's role in making Longridge safer, embodying the town's values of protection and community welfare.

4.3 Eligibility and Award Process

While Longridge Town Council's specific protocols are not set out, they align with UK civic standards:

- **Criteria:** The recipient's 56 years as a crossing patrol officer exceeds typical expectations for "eminent service." Their role involved guiding children at busy crossings, coordinating with schools and maintaining vigilance in all conditions. This sustained service directly benefited residents by ensuring child safety.
- **Process:**
 1. **Nomination:** By councillors, residents, or school/community groups.
 2. **Council review:** Confirm the candidate's impact.
 3. **Formal resolution:** At a Full Council meeting.
 4. **Invitation:** To the recipient, followed by a ceremony.

4.4 Presentation

The presentation is a public, celebratory event:

- **Format:** Held at a council meeting or special event, the mayor presents a framed certificate, with a speech lauding the recipient's 56 years of protecting children. The ceremony may highlight specific anecdotes, like their rapport with pupils or resilience in harsh weather.
- **Attendees:** Family, friends, former colleagues, and school representatives may attend, reflecting the recipient's broad impact. The intimate setting reinforces Longridge's community ethos.

5 Members are recommended:

- a. Review the role Irene Reid has had in making Longridge safer, embodying the town's values of protection and community welfare.
- b. Nominate Irene Reid be given the Freedom of Longridge.
- c. Request the Clerk and nominated councillors, arrange a special public event where the presentation ceremony will take place.

Agenda Item 8

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	12 November 2025
Title:	UKSPF – Grant award for Solar Panels.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider the terms that will be set out in a Grant Agreement to be issued by RVBC and whether it still wishes to proceed with the Solar Panels Project.

2. Introduction.

- The Council has had written confirmation from RVBC that it will provide a grant of £14,034 to the Town Council from the UKSPF for installation of Solar Panels on the Former Station Building.
- In due course, RVBC will issue a Grant Agreement setting out the terms of the grant
- No grant will be made until the Grant Agreement has been completed and signed.
- Prior to the Grant Agreement being issued, the Town Council has to confirm in writing that it can comply with the terms of the grant and wishes to proceed with the project.

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

The Town Council will need to agree the following terms:

1. No UKSPF funding will be provided for activity after 31 March 2026.
2. To be eligible for UKSPF funding, costs must relate to goods and services received, in-house activity undertaken or works completed, on or before the 31 March 2026.
3. Funding cannot be paid to organisations in 2025/26, or used by the local authority themselves, to fund activity that takes place after 31 March 2026.
4. Any UKSPF underspends at the end of 2025/26 must be repaid to MHCLG.
5. Projects may continue after the 31 March 2026 using other funding but costs after this date are not eligible for UKSPF support.

Note. *the Council's preferred supplier has stated that all work will be completed and signed off before March 2026*

4. Members are recommended to:

- a. Consider the Terms as set out in Section 3 above.
- b. If members agree the Terms, authorise the Clerk to write to RVBC confirming the Town Council is able to comply with the requirements and that it wishes to proceed.

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



Meeting:	Full Council
Meeting Date:	12 November 2025
Title:	Appointment of an Admin. Assistant/Deputy Clerk
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider and approve the appointment of an Admin. Assistant/Deputy Clerk.

2. Background.

Members are reminded that at the 23 July 2025 Staffing Committee, members approved, subject to costs being presented to the Budget Committee, the appointment of an experienced Administrative Assistant/Deputy Clerk.

Members are also reminded that the Budget Committee at its 3 September meeting approved the financial matters relating to the appointment of an Administrative Assistant/Deputy Clerk and authorised the Clerk to advertise the position.

3. Selection Process

- **Shortlisting:** Applications were reviewed by three members of the Staffing Committee. From the applicants, 6 were shortlisted based on criteria including relevant experience, and alignment with the job description.
- **Withdrawals:** Following shortlisting, 2 applicants withdrew their applications, leaving 4 candidates to proceed to interview.

4. Interview Process

- **Panel Composition:** Interviews were conducted by the Clerk, Councillor Smith, and Councillor Gornall.
- **Format and Questions:** All candidates were asked the same set of standardised questions to ensure consistency and fairness. The questions covered key competencies such as administrative skills and knowledge of local government procedures.
- **Schedule and Venue:** Interviews took place over two days, on 27 October and 28 October 2025, in the Council's meeting room.
- **Assessment:** Candidates were evaluated based on their responses, relevant experience, and overall suitability for the role. Notes were taken by the panel to support objective decision-making.

5. Results

Following the interviews, the panel selected Kathryn Holmes as the preferred candidate. Ms. Holmes demonstrated strong administrative expertise, and an understanding of town council operations.

The other three candidates will be informed of the results of the interview after this meeting.

6. Members are recommended to:

- a. To approve the appointment of Kathryn Holmes to the role of Administrative Assistant and Deputy Town Clerk.
- b. If approved, authorise the Clerk to issue an offer letter and carry out onboarding arrangements, with a start date of 17 November 2025.

Agenda Item 10

For Decision/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	12 November 2025
Title:	Membership of committees and working groups etc.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to re-consider the membership of committees, representatives on outside bodies and standing working groups.

2. Introduction.

Members will be aware that the council now has a full complement of councillors, it would therefore seem pragmatic to review membership of committees etc. so that new members can participate fully in all council activities and decisions.

3. Current Responsibilities.

Outside Bodies		
LALC	PCLM	Longridge Civic Hall Management Committee
Cllr. Spencer	Cllr. Eccles	Cllr. Rainford
Cllr. Smith		Vacant
Committees		
Budget	Estates	Staffing
Cllr. Walker (Chair)	Cllr. Stubbs	Cllr. Walker (Chair)
Cllr. Rainford	Cllr. Rogerson	Cllr. Rainford
Cllr. Stubbs	Cllr. Walker	Cllr. Jackson
Cllr. Rogerson	Cllr. Smith	Cllr. Spencer
Cllr. Eccles	Cllr. Jackson	Cllr. Eccles
Cllr. Smith		
Standing Working Groups		
Longridge Life Savers	Longridge Loop	Community Garden
Cllr. Jackson (Chair)	Cllr. Jackson (Chair)	Cllr. Walker
Cllr. Smith	Cllr. Rainford	Cllr. Rainford
Cllr. Eccles	Cllr. Stubbs	Cllr. Smith
	Cllr. Eccles	
	Cllr. Smith	
	Cllr. Gornall	
Local Govt. Reorganisation	LEAF	
Cllr. Smith (Chair)	Cllr. Smith	
Cllr. Eccles	Cllr. Jackson	
Cllr. Jackson	Cllr. Eccles	
Cllr. Rainford		
Cllr. Stubbs		

4. Members are recommended:

- To review the make up of the current groups shown in Section 3 and make any changes.
- To inform the Clerk if they are unable to attend external meetings.

Agenda Item 11

For Information/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	12 November 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:	3/2025/0776	No substantive comments received from members.	
	Full Consent		
Proposal:	Proposed single storey rear extension with lean-to roof.		
Location:	10 Highfield Drive Longridge PR3 3SN		
Link:	Planning Application - Ribble Valley Borough Council		

Application:	3/2025/0790	No substantive comments received from members.	
	Full Consent		
Proposal:	Single-storey side extension to provide garage.		
Location:	56 Redwood Drive Longridge PR3 3HA		
Link:	Planning Application - Ribble Valley Borough Council		

3. Members are recommended to:

Note the report and any actions required.

Agenda Item 12

For Information/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	12 November 2025
Title:	Call for Sites
Submitted by:	Clerk and RFO for Cllr. Rogerson

1. Purpose of the report.

For members to consider whether there is a need for more employment within the Longridge area. Also see Appendix 1.

2. Introduction.

Members may be aware that RVBC is preparing a new Local Plan which will guide future development and land use in the borough. As part of this process, the RVBC is updating its Call for Sites exercise which took place between August and September 2021. This will help provide the Council with a comprehensive and up-to-date understanding of where land is potentially available to meet the borough's development needs and other uses over the lifetime of the new Local Plan (up to 2042).

The Call for Sites update invites developers, community groups, members of the public and any other interested parties to put forward land that they think has the potential for development or other uses over the next 15 years for further consideration and assessment as part of the preparation stages of the new Local Plan.

3. Considerations raised by Cllr. Rogerson.

The Council is asked to consider whether it has a view on the need for local employment sites. Would the council prefer homes, jobs or both.

It is inevitable that Longridge will see more development especially housing as the existing sites are virtually all built and completed, so it will be very difficult for planners to defend against big developers when they have sold what has been granted.

4. Members are recommended to:

Note the comments raised by Cllr. Rogerson and any actions arising from them.



This briefing note has been prepared to provide Members with an update on the work being carried out to audit land availability for future development in the borough as part of the plan making stages, specifically the Call for Sites exercise (2021) and Call for Sites Update (2025).

1.0 Introduction and Key Points

- 1.1 In preparing a new Local Plan, a large quantity of underpinning evidence is required to inform the development strategy and distribution of sites. The importance of Local Planning Authorities having an up to date, relevant and robust evidence base is emphasised in the National Planning Policy Framework (NPPF). Over the past 18 months, we have been working towards an update of the evidence base that will inform the preparation of our new Local Plan. This work is ongoing.
- 1.2 The Strategic Housing and Employment Land Availability Assessment (SHELAA) is a key evidence document that the NPPF requires Local Planning Authorities (LPAs) to prepare in order to provide a clear understanding of potential availability of land for housing and economic development within their area.
- 1.3 This briefing note outlines the Call for Sites exercise (2021) and Call for Sites Update exercise (2025).
- 1.4 The Call for Sites exercise is the start of the process of auditing land availability by inviting landowners, developers and other stakeholders to put forward sites which they consider would have the potential either for future development as local plan allocations or could, for example, be protected for open space provision or nature recovery.
- 1.5 Sites for housing and employment development submitted through the Call for Sites exercises will be taken forward for assessment through the Strategic Housing and Employment Land Availability Assessment (SHELAA) process.
- 1.6 The Call for Sites Update commences on Friday 24th October 2025 and will run for four weeks ending at 5pm on Monday 24th November 2025.

2.0 Background: Changes in calculating housing need and its impact on plan preparation

- 2.1 The NPPF says that when preparing local plans, LPAs must use the 'standard method' to identify a minimum annual local housing need¹ figure applied over the Local Plan period.

¹ Housing need is an unconstrained 'policy off' assessment of the minimum number of homes needed in an area. Assessing housing need is the first step in deciding how many homes to plan for.

- 2.2 The 'standard method' is a formula driven approach set by the Government through national planning practice guidance and was first introduced in the 2018 revision of the NPPF as an advisory starting point. This calculation used the 2014 based Household Projections plus an uplift for affordability, subject to a 'cap'. The approach differed from that used to inform the housing requirement in the adopted Core Strategy and provided for a much lower housing need figure for the Ribble Valley.
- 2.3 Between August and September 2021, the council undertook a Call for Sites exercise. This process invited landowners, developers, parish and town councils and other interested parties to submit areas of land for the Council to consider whether these would be suitable to help meet the need for development across the new Local Plan period, including the minimum baseline housing need of 130 new homes per year as calculated through the 2018 standard method.
- 2.4 In December 2024 the Government published a revised NPPF alongside a new and mandatory standard method for calculating local housing need. The reformed method aims to boost housing numbers by using existing housing stock, rather than household projections, plus an uplift for affordability. **For Ribble Valley this increased the baseline housing need figure from 130 new homes per year to 311 new homes per year which is a 239% increase in the amount of housing the Council had been preparing to plan for through the new Local Plan.**
- 2.5 The significant increase in the local housing need figure will require a different approach to growth across the borough and consequently those elements of the evidence base where housing need assumptions are critical to outputs now require updating to reflect this. The increase also involves the need to assess more sites for development.
- 2.6 Work is also required to determine how the local housing need figure, derived through the standard method, should be translated into a housing requirement² taken forward through the Local Plan.
- 2.7 Specific site allocations will need to be made to meet the housing requirement in the timescales in which they are likely to be required. The sites 'allocation' will confirm that the principle of the development of that site for a particular use or purpose is acceptable.

3.0 National Policy Context: Land Availability

- 3.1 As set out above, the identification of land availability forms a key part of the evidence base underpinning the new Local Plan.
- 3.2 With regards housing, the NPPF requires Local Planning Authorities (LPAs) to *"have a clear understanding of the land available in their area through the preparation of a strategic housing land availability assessment (SHLAA). From this, policies should identify a sufficient supply and mix of sites taking into account their availability, suitability and likely economic viability"*. This applies equally to land for employment/economic uses.

² Housing Requirement is the minimum number of homes that the Local Plan seeks to provide during the plan period. Evidence on land availability, constraints on development and any other relevant matters to determine are used to determine whether the Local Housing Need (unconstrained) figure can be met in full.

- 3.3 The Planning Practice Guidance (PPG) provides information on the assessment of land availability to identify a future supply of land for housing and economic development uses which is suitable, available and achievable over the plan period.
- 3.4 The Call for Sites process is a fundamental stage in identifying land availability and gathering sufficiently detailed information on the suitability, availability and viability of individual sites. This includes sites which may no longer be required for their current use and could become available for development or redevelopment.
- 3.5 The PPG states that plan-makers need to be proactive in identifying as wide a range of sites and broad locations for development as possible (including those existing sites that could be improved, intensified or changed)...and that it is important that plan-makers do not simply rely on sites that they have been informed about, but actively identify sites through the desktop review process that may assist in meeting the development needs of an area.
- 3.6 The Council's search for sites will therefore also include reviews of planning applications including applications withdrawn and pre-applications; brownfield land register; vacant and derelict land and buildings; public land ownership records; land audits to identify sites within settlement boundaries; and sites submitted as part of local plan consultations.

4.0 Call for Sites 2021

- 4.1 A Call for Sites exercise took place between August and September 2021 with a small number of sites also being submitted for consideration following the Strategic Matters (Regulation 18) consultation in May 2022.
- 4.2 The exercise was conducted by providing a form for landowners, developers, agents, individuals and other interested parties to complete alongside submission of a location plan site boundaries clearly identified.
- 4.3 The Call for Sites yielded **105 site submissions** for consideration which totalled some **65ha of land for economic/employment use**; and an **estimated 6,400 dwellings**. Sites were submitted over a broad range of locations and sizes from very small-scale sites accommodating less than 5 dwellings to large-scale developments of over 250 dwellings.
- 4.4 A map of the borough showing the Call for Sites submissions is included at Appendix One.
- 4.5 An interactive map showing the individual sites will be made available to view on the Council's website from the 24th October 2025.
- 4.6 It is important to note that the interactive map has been produced simply as a record of information submitted by parties through the Call for Sites process for notification purposes only. It does not mean the site will be allocated or provide any indication of the outcome of any assessment process through the Local Plan or any subsequent planning application.
- 4.7 Consultation is not taking place on the sites submitted in the 2021 Call for Sites exercise as no decisions have been made about the appropriateness of the sites for development. The opportunity to comment on sites is through the preparation of the Local Plan, see Next Steps in 7.0 below.

5.0 Strategic Housing and Employment land Availability Assessment (SHELAA)

- 5.1 The sites submitted in the 2021 Call for Sites exercise are currently being considered as part of the preparation of the Council's Strategic Housing and Employment Land Availability Assessment (SHELAA).

- 5.2 The SHELAA is a critical part of the evidence base that informs the new Local Plan.
- 5.3 The main purpose of the SHELAA is to identify and assess the suitability of sites for residential and employment uses and the likelihood of development coming forward (the availability and achievability) with a view to establishing whether there is sufficient capacity and range of sites to meet local housing need in full and to support the borough's economic development.
- 5.4 It is important to note that the role of the SHELAA is to provide a technical assessment of the range of sites which are available to meet need, but it is for the Local Plan itself to determine the distribution of sites (through allocations). Neither does inclusion of the site in the SHELAA indicate that planning permission should be granted.
- 5.5 The results of the SHELAA will be reported to members at a future date.
- 6.0 Call for Sites Update 2025**
- 6.1 Due largely to the change in calculating local housing need as explained in 2.0 above and other revisions to the NPPF we now need to review and update the evidence base (prepared in 2021/22) which was used to inform the earlier plan making stages to ensure that it is relevant, comprehensive and up-to-date. This includes the Call for Sites exercise.
- 6.2 Sites put forward through the 2021 Call for Sites exercise may have changed due to current market conditions or the passage of time, for example due to development taking place, changes in site ownership, a change in the promotor of the site, or changes to physical or environmental constraints. Accordingly, the update presents an opportunity for those who previously submitted sites to update, amend or withdraw their previous submissions as necessary. It also provides an opportunity for new sites to be submitted for consideration.
- 6.3 Although the Call for Sites is primarily focused on housing and economic uses it provides the opportunity to submit sites for a range of other uses including (but not limited to) retail; gypsy and traveller pitches; tourism; open space, nature recovery or BNG; and renewable energy.
- 6.4 The updated Call for Sites form will ask specific questions to gather sufficiently detailed information on the suitability, availability and achievability of proposed sites to allow for consistent and comparable assessments to be completed. The form is primarily designed to be submitted online but a paper form has also been prepared. The process is also supported by a digital mapping platform, which allows site boundaries to be plotted online reducing the burden on users to have to supply their own maps.
- 6.5 We are especially interested to hear about potential opportunities for the development, re-use or redevelopment of land, sites and buildings within towns and villages or on previously developed land.
- 6.6 The Call for Sites Update commences on Friday 24 October 2025 and will run for four weeks ending at 5pm on Monday 24 November 2025.
- 6.7 In order for the process to be transparent and identify as many potential opportunities as possible, the Call for Sites will need to be aimed at a wide audience, including those not normally involved in property development. The Call for Sites will therefore be issued to parish and town councils and all those landowners, developers, businesses, local interest groups and residents who are registered on the Local Plan Consultation Database.

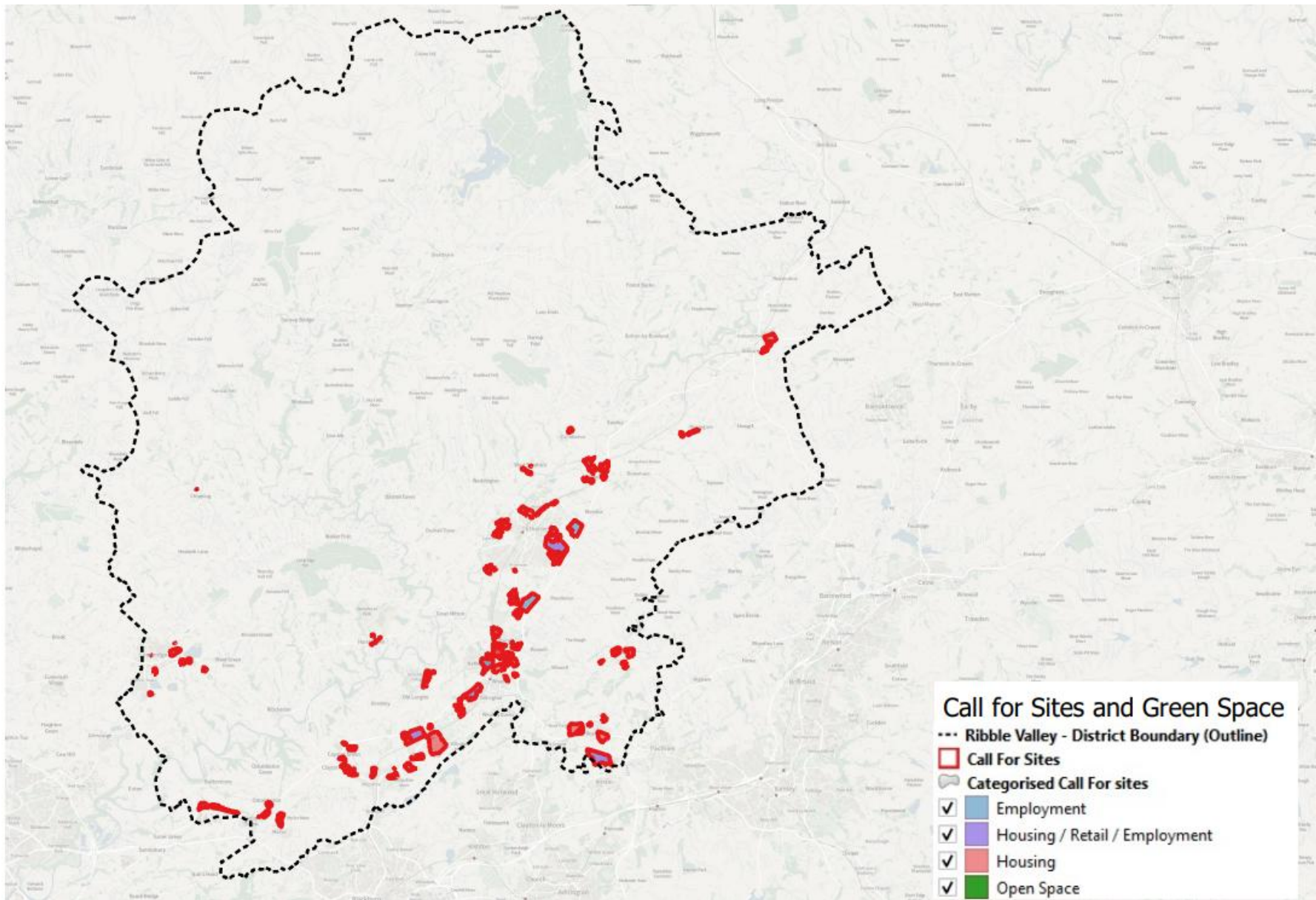
- 6.8 The Call for Sites will be advertised on the Council's website and other appropriate channels.
- 6.9 It is important to note that we are not inviting the resubmission of sites previously submitted to the Council where there are no changes to report. However, it will be an opportunity for promoters to supply additional information to support their proposal and demonstrate deliverability.
- 6.10 It should also be noted that whilst anyone can submit a site regardless of land ownership, demonstrating landowner support will be a key part of assessing and evaluating sites submitted and whether these should go forward for further consideration. We now require proof of landowner agreement for new and updated Call for Sites to be considered. This is important as we need to ensure that the sites eventually allocated within the Local Plan are deliverable. This means, amongst other things, that the landowner is open to developing it within the required timescales.

7.0 The Next Steps

- 7.1 The overarching method for assessing land availability is set out in National Planning Guidance³ and is called the Strategic Housing and Economic Land Availability Assessment (SHELAA) process. As set out in 5.0 above, this is an important source of evidence to inform plan-making.
- 7.2 Sites proposed for residential and employment/economic development will join other identified land, including the 2021 Call for Sites submissions, to form a 'pool' of sites for detailed assessment through the SHELAA to determine whether each of the submitted sites for housing and employment/economic development would be considered suitable, available and achievable for their proposed uses.
- 7.3 It is important to note that the SHELAA does not allocate land for development. That is a decision which the Council will make drawing upon technical evidence from the SHELAA and other information too, when it considers the next and subsequent stages of the Local Plan.
- 7.4 Any sites which pass through the SHELAA and fit with emerging spatial strategy will be included in the next stage of preparing the new Local Plan and presented in a future draft plan for consultation.
- 7.5 The next stage of consultation will be on a Draft Local Plan and this will include further details on the sites submitted and which ones are proposed for 'allocation' and those that are not. There will be an opportunity to provide formal comments on the sites at this stage.

³ [Housing and economic land availability assessment - GOV.UK](https://www.gov.uk/government/publications/housing-and-economic-land-availability-assessment)

Appendix One: The location of the 2021 Call for Sites submissions



Agenda Item 13

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	12 November 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 08/10/2025.

Minute 251008/	Action	Who	Update
7a	Pay £225 to the Longridge School of Samba.	Clerk	Complete
7b	Contact the Girl Guides and request copies of the quotes they had received for the roof repairs; information as to their plans for the current building and whether they had requested funds from other sources and for how much.	Clerk	Complete
8b	Arrange for the revised lease (HCT) to be signed.	Clerk	Complete
9b	Confirming (RVBC) the Town Council is able to comply with the requirements and that it wishes to proceed..	Clerk	Complete
9c	Set up a Working Group to take the project (Towneley Garden) forward	Clerk	Noted
14b	Convene a meeting of the Community Garden Working Group and co-opt additional members to the group.	Clerk	Noted
16	Submit a list of assets the Town Council may wish to be transferred and the estimated cost of maintaining them, to a future meeting of Full Council	Clerk	Ongoing
17	Submit a report to the next meeting of the Full Council regarding conferring the Freedom of Longridge to a person who has retired after 56 years as a Longridge Town crossing patrol officer.	Clerk	Complete

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

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

4. 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	Complete
7.d	Inform LSSA of the Council's decision and inform them that future grant requests would be considered on merit.	Clerk	Complete
8.b	Contact Longridge Golf Club to secure the date of the Mayors Ball	Clerk	Complete

9.b	Add assets as an agenda item for meetings of the Devolution Working Group.	Clerk	Complete
11.b	Purchase a gift and flowers up to the value of £75 and present to ex. Cllr. Beacham for her services to the Town Council.	Members	Ongoing
15.a	Set up a meeting with RVBC to discuss the matter of vehicle access to the Recreational Ground.	Clerk	Complete
17	Cllr. Spencer requested that for the next Full Council meeting a Longridge 'Banking Hub' should be added to the agenda.	Clerk	Complete

5. 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

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

Minute 250212/	Action	Who	Update
7a	Make minor changes to the revised Grants Policy that address how the Council deals with requests for funds in appreciation of activities carried out on behalf of the Town Council.	Clerk	Complete
7b	Revise the Grant Application Form to accommodate applications for 'small' grants.	Clerk	Complete
7c	Submit the amended Grants Policy and application form to the next Budget Committee.	Clerk	Noted
8	Produce a Mayoral Handbook	Clerk	Noted
9	Submit a revised licence agreement to the next meeting of the Estates Committee.	Clerk	Complete
11	Setup a working group tasked with looking at VE Day activities.	Clerk	Complete

15	Add an agenda item on 'Local Government Devolution' for future Council meetings.	Clerk	Complete
18	Broaden the scope of the Environment Officer job specification and submit to the Staffing Committee for approval.	Clerk	Complete

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

Minute 241211/	Action	Who	Update
7a	Contact Little Green Bus Company and ask to complete the Grant Application Form, explain their level of reserves and provide the benefits the residents of Longridge receive.	Clerk	Complete
7b	Re-draft the Council's current Grants Policy with particular reference to sponsorship and annual patron fees.	Clerk and Cllr. Spencer	Complete
8	Seek clarity on the Micro Woodland at John Smiths Recreation Ground.	Cllr. Jameson	Complete
9a	Work with LEG on improving the Longridge Town Centre for people and nature.	All members and Clerk	Complete
9b	Submit a report to the next meeting of the Estates Committee on the charging policy for users of the Council's Conference Room.	Clerk	Noted
10c	Prepare a report to the Budget Committee seeking approval of expenditure for the purchase and installation of a defibrillator for the adopted 'Kestor Lane' phone box.	Clerk	Complete
12.b	Inform RVBC of the Council's planning considerations.	Clerk	Complete
15a	Submit a 'lessons learnt' report on all things related to Christmas festivities to a future meeting of the Estates Committee.	Clerk	Ongoing

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

Minute 241009/	Action	Who	Update
7b	Remove 10c from the 14/08/24 Council meeting.	Clerk	Complete
7c	Change action 11.b from the meeting on 17/07/24 to Noted.	Clerk	Complete
9.1a	Contact LCC and ask them to consider: Extending the lease period of the plot to 5 years	Clerk	Complete

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

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

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

13	Provide quotes for a Bleed Kit to a future Council meeting	Cllr. Jackson/Clerk	Complete
14	Invite the applicant for the councillor vacancy to an interview with Cllrs. Jackson, Walker and Jameson.	Clerk	Complete

Note:

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

10. Members are recommended:

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