



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 11 March 2026 at 19:00 in the Council Offices, Station Buildings, Berry Lane, Longridge.

1. Welcome by the Chair.

2. Apologies for Absence

To receive apologies for absence.

3. Declarations of interests.

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

4. To consider and approve the minutes of the 11 February 2026, 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. Code of Conduct.

Report of the Clerk (enclosed) for members to consider and adopt a revised Code of Conduct.

8. Grants.

Report of the Clerk (enclosed) for members to consider grant applications approved and considered for approval by the 04-03-2026 Budget Committee.

9. Community Garden – Committee Terms of Reference.

Report of the Clerk (enclosed) for members to consider adopting a Terms of Reference for a Community Garden Committee and a Memorandum of Understanding.

10. Asset Register

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

11. Call for written nominations for the office of Deputy Mayor, for the 2026/27 municipal year.

Report of the Clerk (enclosed), for the Chair to seek written nominations for the office of Deputy Mayor for the municipal year 2026/27.

ITEMS for INFORMATION/DISCUSSION**12. Resignation of the Town Council Gardener.**

Verbal update from the Clerk.

13. Planning Applications.

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

Members are also asked to consider an application for a Longridge Sports Village (06/2026/0140) the site is not in the Ribble Valley, but is close to Longridge as it is bounded by Inglewhite Road and Chipping Lane. (See Appendix 1)

14. Update on Actions from Previous Meetings.

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

15. Councillor Reports and updates from the Chairs' of Working Groups.

Reports and verbal updates.

16. Future Meetings.

2026:

8 April 18:15 to select the Deputy Mayor-Elect.

8 April 19:00 Full Council Meeting

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.



Longridge Town Council

Full Council – Draft Minutes

Meeting Date:	11 February 2026		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, J. Rogerson, M. Gornall, S. Rainford, N. Eccles, N. Stubbs, A. Wallbank, K. Spencer, D. Jackson, D. Hindle and R. Walker.		
In attendance:	Town Clerk, Deputy Town Clerk and four members of the public.		
Meeting started:	19:00	Meeting closed:	20:23

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1. WELCOME BY THE CHAIR.

The Chair (Cllr. Jameson), welcomed everyone to the meeting, and provided an update on his recent and forthcoming Mayoral duties.

2. APOLOGIES FOR ABSENCE.

There were no apologies as all members were present at the meeting.

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

No declarations were offered.

4. APPROVE THE MINUTES OF THE LAST COUNCIL MEETING.

The minutes of the meeting held on 10 December 2025, with a minor amendment to include Cllr. N. Stubbs who was present at the meeting, were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

The Chair sought Council’s approval to vary the order of business to allow Agenda Item 7 – Pump Track and Agenda Item 11 – Climate Change to be taken earlier in the meeting. The Chair explained that members of the public were present specifically to listen to the Council’s considerations on these items.

RESOLVED:

That Agenda Item 7 (Longridge Pump Track) and Agenda Item 11 (Climate Change) be brought forward and considered at this point in the agenda to facilitate public attendance.

The Chair welcomed members of the public to the meeting and confirmed that, in accordance with the Council’s Standing Orders, each speaker would be allocated **three minutes** to address the Council on the relevant agenda item.

Agenda Item 7 – Pump Track – Dedicated Lighting.

The Council received a statement from a member of the Longridge Pump Track User Group in support of the Pump Track dedicated Lighting Project.

The speaker expressed strong support for the facility, noting its positive impact on young people in the town by providing a safe, inclusive and accessible recreational space. Reference was made to the lighting which would be low profile, directional LED lights with a small light spillage.

The Chair thanked the speaker for their contribution and confirmed that the matters raised would be taken into account during the Council's consideration of the respective agenda item.

Agenda Item 11 – Climate Change Emergency - Declaration

The Council received a statement from a member of the Longridge Environment Group (LEG) regarding Climate Change.

The speaker thanked the Council for considering reaffirmation of its climate emergency declaration and urged it to demonstrate leadership by proactively addressing climate and biodiversity challenges.

They emphasised that projects such as Towneley Gardens, the Community Garden and the Longridge Loop would enhance biodiversity and improve resilience through tree and shrub planting. Noting that a declaration would not create unnecessary burdens but instead provide a clear policy framework to guide decision-making, strengthen community involvement, and improve access to funding opportunities.

The Chair thanked the speaker for their contribution and confirmed that the matters raised would be taken into account during the Council's consideration of the respective agenda item.

6. FINANCIAL MATTERS.

The Clerk submitted a report seeking approval for the accounts to date. Members were reminded that the 4 February 2026 Finance Committee had requested the Clerk to provide narrative on the Expenditure Tab, explaining any budget variances.

RESOLVED THAT COUNCIL:

Approve the accounts to date.

7. LONGRIDGE PUMP TRACK – DEDICATED LIGHTING.

The Clerk submitted a report asking members to consider a request from the Longridge Pump Track Group to support in principle the installation of dedicated LED floodlighting and to act as the funding applicant on behalf of the community when seeking grant funding from RVBC and other appropriate funding bodies.

RESOLVED THAT COUNCIL:

- a. Support in principle, (subject to planning permissions), the installation of Pump Track floodlighting in order to improve safety, accessibility, and year-round community use.
- b. Request the Clerk to set up a Working Group including Town Councillors, local residents, members of the Pump Track Group and the local Police, to consider planning matters, costings, and the process of the Pump Track Group becoming a constituted body.

8. COMMITTEE NOMINATIONS.

The Clerk submitted a report requesting members to provisionally appoint members to the Finance, Estates, and Staffing Committees for the 2026-27 civic year, as this would allow new committee members receive appropriate training before the committees become fully operational in May 2026.

RESOLVED THAT COUNCIL:

Make the following appointments:

- a. Cllrs. N. Stubbs, J. Rogerson, P. Smith, S. Rainford, N. Eccles and M. Gornall to the Finance Committee.
- b. Cllrs. N. Stubbs, J. Rogerson, P. Smith, A. Wallbank, K. Spencer and L. Jameson to the Estates Committee.
- c. Cllrs. A. Wallbank, K. Spencer, S. Rainford, N. Eccles, L. Jameson and M. Gornall to the Staffing Committee.
- d. Request the Clerk to develop a framework for Councillor training.

9. CODE OF CONDUCT.

The Clerk submitted a report requesting members to consider adopting a revised Councillor Code of Conduct, based on the Local Government Association Model, which was shown in Appendix 1 to the Report.

RESOLVED THAT COUNCIL:

Request the Clerk to set out the differences between the revised Code of Conduct and the existing Code of Conduct and bring back to a future meeting of the Town Council.

10. SOCIAL MEDIA POLICIES

The Clerk submitted a report requesting members to note the need for Social Media policies and review and approve three policies and a Data Protection Statement attached as appendices to the report.

RESOLVED THAT COUNCIL:

- a. Note the need for Social Media Policies
- b. Agree to adopt the social media Policy, Councillor Use of social media Policy, Moderation Policy; and GDPR Social Media Statement.
- c. Request the Clerk to publish the policies on the Council's website and review the policies periodically in line with governance best practice.
- d. Request the Clerk to set up a Working Group to look at all aspects of the use of Social and Main Stream Media.

11. CLIMATE CHANGE EMERGENCY - DECLARATION

The Clerk submitted a report requesting members to re-affirm a commitment the Town Council made in September 2021 to ameliorate climate change and its effects.

The report noted that reaffirming the commitment did not extend the Council's statutory powers or place unreasonable demands on resources. It provided a policy framework to ensure that, where appropriate, environmental considerations would be taken into account when the Council makes decisions relating to improvements to council-owned land and assets, considers new projects, and makes procurement and maintenance decisions.

The Council considered the report regarding the Council's commitment and proposed reaffirmation.

Cllr. P. Smith proposed an amendment to the recommendation to clarify that any action taken by the Council would be reasonable, proportionate and within its statutory powers to ameliorate **Environmental Damage**. The amendment was seconded.

Following debate, the amendment was put to a vote.

For: 6

Against: 5

The substantive motion, as amended, was carried.

RESOLVED THAT COUNCIL:

- a. Agree to take reasonable and proportionate steps within its powers to ameliorate Environmental Damage and its effects and to have due regard to environmental impact when making decisions.
- b. Request the Clerk to bring a report to a future meeting to the Council, regarding how the Town Council will announce/publicise its commitment.

12. ENGAGEMENT OF GARDENER AND LENGTHSMAN AS CONTRCATORS TO THE COUNCIL

The Clerk provided a verbal update on the above appointments.

RESOLVED THAT COUNCIL:

Request the Clerk to take a report to a future meeting of the Full Council regarding the engagements.

13. UPDATE ON THE LATEST ROUND OF UKSPF GRANT APPLICATIONS.

The Clerk submitted a report updating members on the Council's latest round of submissions for UKSP funding. The report reminded members that five applications had been submitted to RVBC for consideration and that two had been approved namely:

- Entrance to the Recreation Ground from Kestor Lane.
- Improvement and upgrade to the Council's Play Area/Outside Gym.

The Clerk noted that a new round of funding would be available from 01-04-2026.

RESOLVED THAT COUNCIL:

Note the report and update.

14. PLANNING APPLICATIONS

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

RESOLVED THAT COUNCIL:

- a. Note the Report.
- b. Request the Clerk to submit evidence to the RVBC CEO and the Planning Department showing violations of shop front illuminations in Longridge.
- c. Request members to provide the Clerk with photographic evidence of the violations.

15. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

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

RESOLVED THAT COUNCIL:

Note the Report.

16. COUNCILLOR REPORTS AND UPDATE FROM THE CHAIRS OF WORKING GROUPS

Cllr. Gornall, (Chair of the Towneley Garden Event Space Working Group), provided a progress update noting that the next significant steps for the Group are to agree a design that can be sent to RVBC to ascertain if a planning application is required and embark on public consultation.

Cllr. Rainford (Chair of the 'Banners' Working Group) provided an update stating that a report would be submitted to the April meeting of the Town Council

Cllr. Jackson (Chair of the Longridge Loop Working Group) and Cllr. Smith, provided updates on the Loop noting that purchase orders for planters and furniture will be submitted in the next few weeks.

Regarding the Community Garden, Cllr. Walker updated members on a recent meeting with prospective volunteers and reminded members that the volunteers would meet at 12:00 noon on 22-04-26 outside the garden gates.

RESOLVED THAT COUNCIL:

Thanked members for the updates.

17. FUTURE MEETINGS.

2026: 11 March.

SIGNED BY CHAIR FOR THE MEETING:

A 'wet' signed copy is on file.

DATE:

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



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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:	11/03/2026
Title:	Finance Report
Submitted by:	Clerk and Responsible Financial Officer

Purpose of the report:

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

Recommendations:

1. Approve the Report and specifically the:
2. Schedule of Payments.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	2773	RVBC	Annual Charge for lease of land on Windsor Avenue (Allotments)	319.25	-	319.25	17/03/2026	02/03/2026
				319.25	0.00	319.25		

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

Source		Income £		
		2025-26 Apr-Feb Actual	F.Cast Mar	2025-26 Total Projected
		260	Allotment Rent	437
205	RVBC and LCC Grants	3,926	14,033.93	17,960
003	Bank Interest NatWest	495	40.00	535
220	Petty Cash	0	0.00	0
290	Room Hire (Lettings)	3,100	440.00	3,540
295	Café Rent	7,777	707.00	8,484
296	Utilities Contribution	3,363	1,250.00	4,613
TOTAL		19,097.50	16,470.93	35,568

UKSPF
Solar
Panels

Note: For accounting purposes income does not include Precept and VAT reclaim.

Payment Received

Actual and Projected **Net** Expenditure - 1 April 2025 to 31 March 2026. v.28/02/26

Community Purse			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget £	2026-27 Agreed Budget £
1	450	Youth Council	1,500	0.00	0.00	0	-1,500.00	0
2	460	Allotments. Includes lease payment to RVBC.	100	0.00	319.25	319	219.25	100
3	470	Civic events inc. remembrance services	6,000	7,956.00	0.00	7,956	1,956.00	5,500
4	471	Chauffeur	0	538.00	100.00	638	638.00	200
5	-	Mayoral allowance 2025/26	600	742.00	0.00	742	142.00	600
6	480	Mayoral allowance 2024/25	550	550.00	0.00	550	0.00	0
7	500	Christmas trees and tree lights	5,000	390.00	0.00	390	-4,610.00	500
8	490	Community Partnership	500	0.00	0.00	0	-500.00	0
9	510	Grants and Donations	20,000	16,585.00	0.00	16,585	-3,415.00	10,000
10	520	Community Sponsorship	500	850.00	0.00	850	350.00	10,000
11		SUB TOTAL	34,750	27,611.00	419.25	28,030	-6,719.75	26,900
12								
13								
14		Amenity and Asset Maintenance	2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
15	530	Public toilets (Towneley Gardens)	500	0.00	0.00	0.00	-500.00	0
16	415	Plants and planters (purchases)	1,000	598.00	0.00	598.00	-402.00	0
17	420	Gardening services (labour)	2,000	1,933.00	0.00	1,933.00	-67.00	2,400
18	410	Tree Works	0	400.00	0.00	400.00	400.00	0
19	440	Caretaker/lenghtsman services (labour)	3,000	4,981.00	600.00	5,581.00	2,581.00	6,240
20	550	Play Area and Skatepark	1,000	3,020.00	0.00	3,020.00	2,020.00	750
21	570	Litter and waste disposal RVBC	1,250	6,243.50	0.00	6,243.50	4,993.50	6,500

22	390	Asset purchase	0	1,897.00	0.00	1,897.00	1,897.00	0
23	395	Asset replace and refurbish	2,000	1,396.00	0.00	1,396.00	-604.00	100
24	540	Maint. of open space and miscellaneous	0	1,468.00	0.00	1,468.00	1,468.00	0
25	560	Station Buildings (Maintenance purchases)	0	467.00	0.00	467.00	467.00	0
26	580	Defib. and bleed kits	700	0.00	0.00	0.00	-700.00	630
27		SUB TOTAL	11,450	22,403.50	600.00	23,003.50	11,553.50	16,620
28								
29								
30		Insurance, Banking & Prof. Services	2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
31	350	Insurance	3,500	3,250.15	0.00	3,250.15	-249.85	3,300
32	355	Bank charges	240	114.00	11.10	125.10	-114.90	160
33	590	Memberships and Subscriptions	1,500	1,415.75	0.00	1,415.75	-84.25	1,425
34	600	Professional Services	2,000	2,759.00	0.00	2,759.00	759.00	250
35	365	Auditor	500	550.00	0.00	550.00	50.00	250
36		SUB TOTAL	7,740	8,088.90	11.10	8,100.00	360.00	5,385
37								
38								
39		Station Building Maint. and Clean	2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
40	610	Hygiene and Cleaning	6,500	6,831.00	240.00	7,071.00	571.00	5,000
41	620	Security Alarm System	400	378.00	0.00	378.00	-22.00	380
42	630	Fire Alarm	250	965.00	0.00	965.00	715.00	100
43	640	General maint. External contractors.	8,500	1,372.00	0.00	1,372.00	-7,128.00	1,000
44	650	Internal CCTV	500	0.00	0.00	0.00	-500.00	0
45	660	IT Support	350	630.00	0.00	630.00	280.00	200
46		SUB TOTAL	16,500	10,176.00	240.00	10,416.00	-6,084.00	6,680
47								

48								
49	Miscellaneous Expenses		2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
50	670	Post, stationary and print consumables	1,000.00	278.34	94.58	372.92	-627.08	300
51	680	Attendance at conferences	1,000.00	0.00	0.00	0.00	-1,000.00	50
52	690	Cllr. Expenses	200.00	0.00	0.00	0.00	-200.00	100
53		SUB TOTAL	2,200.00	278.34	94.58	372.92	-1,827.08	450
54								
55								
56	Office		2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
57	700	Furniture	600.00	79.00	0.00	79.00	-521.00	100
58	710	Equipment	250.00	716.70	0.00	716.70	466.70	100
59		SUB TOTAL	850.00	795.70	0.00	795.70	-54.30	200
60								
61								
62	Specific Projects		2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast March	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
63	720	Longridge in Bloom	0.00	0.00	0.00	0.00	0.00	1,500
64	730	Rental Festive lights	0.00	9,860.00	0.00	9,860.00	9,860.00	3,960
65	740	Community Well-Being Garden	2,000.00	1,612.00	0.00	1,612.00	-388.00	500
66		SUB TOTAL	2,000.00	11,472.00	0.00	11,472.00	9,472.00	5,960
67								

68			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
69	Staff Costs				March			
70	300	Clerk Salary (Gross)	37,500.00	39,714.00	3,575.00	43,289.00	5,789.00	46,000
71	301	Deputy Clerk Salary (Gross)	0.00	1,495.80	432.12	1,927.92	1,927.92	5,200
72	302	HMRC payments for previous clerk	0.00	15,558.00	0.00	15,558.00	15,558.00	0
73	315	Staff Training	0.00	0.00	0.00	0.00	0.00	600
74	310	Expenses and additional remunerations	0.00	106.00	0.00	106.00	106.00	0
75	305	Payroll costs	0.00	0.00	0.00	0.00	0.00	560
76		SUB TOTAL	37,500.00	56,873.80	4,007.12	60,880.92	23,380.92	52,360
77								
78			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
79	Telephone and Internet				March			
80	750	Telephone - Landline	750	984.00	74.00	1,058.00	308.00	700
81	760	Telephone - Mobile	300	338.00	37.34	375.34	75.34	450
82	770	Website and web and email services	1,000	941.00	110.88	1,051.88	51.88	1,251
83	780	IT and Wifi Equipment	1,000	453.00	0.00	453.00	-547.00	100
84		SUB TOTAL	3,050	2,716.00	222.22	2,938.22	-111.78	2,501
85								
86			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast	2025-26 Projected Spend £	Variance: Projected vs Budget	2026-27 Agreed Budget £
87	Utilities				March			
88	790	Electricity	20,000	6,597.00	1,225.00	7,822.00	-12,178.00	12,000
89	800	Gas	1,300	3,375.00	900.00	4,275.00	2,975.00	1,500
90	810	Water and Waste	3,500	2,680.00	270.00	2,950.00	-550.00	3,000
91		SUB TOTAL	24,800	12,652.00	2,395.00	15,047.00	-9,753.00	16,500
92								

93			2025-26 Budget	2025-26 Apr-Feb. Actual	F.Cast	2025-26 Projected Spend £	Variance. Projected vs Budget	2026-27 Agreed Budget £
94					March			
95		TOTAL	140,840	153,067.24	7,989	161,057	20,217	133,556

Note: Includes £11,812 payments to HMRC for previous Clerk. (302)

Note: The £133,556 Budget was agreed at the 10-12-25 Full Council based on the recommendations of the 02-12-2025 Budget Committee.

Actual to Date	
2025/2026	£
Revenue:	182,204.56
Spend:	172,955.35
Balance 2025/26:	9,249.21

Actual and Forecast	
End of Year March 2026	£
Unity balance at 27/02/2026:	15,619.53
Forecast Revenue in March:	16,470.93
Forecast Spend for March:	7,984.77
Forecast Balance EoY 2025/26:	24,105.69

For Reference EoY 2024/25 balance: 6,370.32

Reconciliation of Receipts and Payments at 03-03-26

£	
Unity Trust: Balance carried forward 1 April 2025:	6,370.32
Add total receipts to date:	182,204.56
Less total payments to date:	172,955.35
System balance at 03-03-26:	15,619.53
£	
Unity Trust Bank balance at 03-03-26:	26,713.51
Mayoral Ball Funds:	4,087.51
Mayor Charity Quiz	219.21
Unity Balance at 27-02-26 less Mayoral Funds:	22,406.79
NatWest Reserve Accounts at 30-01-26:	53,866
Latest Bank Statements	
Total Available Funds:	76,273

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 31 October 2025:	68,684.92	
Balance 31 January 2026:	48,865.90	
Balance 27 February 2026:	48,901.51	Latest Bank Statement

£40,000 was transferred to Unity Trust Bank.
£20,000 on 22-09-25
£20,000 on 12-11-25.

NatWest Account No. 2

		£
Balance carried forward 1 April 2025:	£5,000.00	
Balance 31 January 2026:	£5,000.00	Latest Bank Statement

Agenda Item 7

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	11 March 2026
Title:	Revised (2026) Code of Conduct
Submitted by:	Clerk and Responsible Financial Officer

1 Purpose of the report.

For members to consider adopting the Code of Conduct for Councillors based on the Local Government Association Model Code of Conduct, as shown in Appendix 1.

2 Introduction.

Members will recall that at the 11 February 2026 Full Council Meeting they requested the Clerk to set out the differences between the revised Code of Conduct and the existing Code of Conduct (Appendix 2) and bring back to a future meeting of the Town Council.

Members are recommended:

- a. To adopt the revised LGA Model Code of Conduct (2026) as shown in Appendix 1, with immediate effect.
- b. Notify the RVBC Monitoring Officer accordingly.
- c. Publish the adopted Code on the Council's website.
- d. Require all councillors to acknowledge acceptance of the Code in writing.



For Information

Code of Conduct for Town Councillors

Adopted: 11 March 2026

Chair: Cllr. L. Jameson

Minute Ref.:

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

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



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 01772 782461
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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.

1. Introduction and Purpose

This Code of Conduct sets out the standards of behaviour expected of all elected and co-opted members of Longridge Town Council.

This Code is adopted pursuant to Section 27 of the Localism Act 2011 and reflects the principles of the Local Government Association Model Code of Conduct.

Its purpose is to:

- Promote and maintain high standards of conduct;
- Protect the integrity and reputation of Longridge Town Council;
- Provide clarity for Members and the public;
- Maintain public confidence in local democracy.

2. Scope and Application

This Code applies to Councillors:

- When acting in their official capacity;
- When they could reasonably be regarded as acting as a Councillor;
- When using digital or social media in connection with Council business.

This Code applies equally to:

- In-person meetings;
- Remote or hybrid meetings;
- Electronic communications;
- Informal group communications.

The Code applies from the date of signing the Declaration of Acceptance of Office and continues until a member ceases to hold office.

3. General Principles of Public Life (Nolan Principles)

Councillors must observe the Seven Principles of Public Life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Councillors are expected not only to comply with these principles but to actively promote high standards of conduct and challenge behaviour which falls below those standards in an appropriate and proportionate manner.

4. Respect, Civility and Conduct

Councillors must:

- Treat others with respect and courtesy
- Not bully, harass, intimidate or unlawfully discriminate
- Respect the political neutrality of officers
- Avoid abusive, inflammatory or defamatory language

Councillors may express, challenge and criticise policy or decisions robustly, but must not engage in personal attacks against individuals or organisations.

Councillors must not conduct themselves in a manner likely to bring the Council into disrepute.

5. Impartiality of Officers

Councillors must not seek to improperly influence officers or compromise their professional integrity.

Member-officer relations shall be conducted in accordance with the Council's adopted Member-Officer Protocol (where applicable).

6. Use of Resources and Position

Councillors must:

- Not use their position improperly to secure an advantage or disadvantage for themselves or others
- Use Council resources only for legitimate Council business
- Not use Council resources for party political purposes
- Not use Council branding or communications for personal gain.

7. Confidentiality and Access to Information

Councillors must not improperly use knowledge gained solely as a result of their role for the advancement of themselves, family members, associates, employers or business interests. Councillors must not disclose confidential or exempt information without lawful authority.

Disclosure may only occur where:

- Required by law;
- Authorised by the Council; or
- Reasonably considered to be in the public interest, made in good faith, proportionate, and after prior consultation with the Town Clerk or Monitoring Officer.

Councillors must not prevent any person from gaining access to information to which they are legally entitled.

Confidentiality obligations continue after leaving office.

8. Interests

The categories of Disclosable Pecuniary Interests are those prescribed in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Councillors must:

- Register and keep updated their Disclosable Pecuniary Interests and other registerable interests as required by law;
- Declare relevant interests at meetings;
- Withdraw from meetings where required.

Failure to register or disclose a Disclosable Pecuniary Interest may constitute a criminal offence.

Where a matter affects:

- A Councillor's financial interest or well-being; or
- That of a close associate.
- To a greater extent than the majority of residents in the affected area, and where a reasonable member of the public would consider the interest likely to prejudice the Councillor's judgement of the public interest, the Councillor must not participate.

Sensitive interests may be withheld from the public register when agreed by the Monitoring Officer.

9. Executive Decisions and Informal Actions

Where a Councillor makes or influences a delegated or executive decision:

- The same rules regarding interests and impartiality apply.
- Any written record of the decision must record the existence and nature of any personal interest.

Councillors must not use informal meetings, messaging applications, email chains or social media to determine or seek to determine Council business outside properly convened meetings.

10. Outside Bodies

Councillors appointed to outside bodies remain bound by this Code when acting in that capacity and must act in the best interests of Longridge Town Council unless legally required otherwise.

11. Gifts and Hospitality

Councillors must exercise caution when accepting gifts or hospitality.

Councillors must:

- Register any gift or hospitality of £50 or more within 14 days
- Register any significant gift or hospitality offered but declined
- Refuse gifts or hospitality that could reasonably be perceived as influencing their role or decision-making

12. Social Media and Digital Conduct

Councillors must:

- Conduct themselves online in accordance with this Code;
- Not intimidate, defame, harass or discriminate;
- Not conduct unofficial Council business outside proper governance processes.

Disclaimers on personal accounts do not remove obligations under this Code.

When speaking to the media in an official capacity, Councillors must make clear whether they are expressing a personal view or a Council position.

13. Equality and Inclusion

Councillors must promote equality, foster good relations within the community, and not discriminate on the grounds of protected characteristics.

14. Collective Responsibility

Once a decision of the Council has been lawfully made, Councillors must respect that decision and not seek to undermine its implementation, while retaining the right to propose reconsideration through proper procedures.

15. Complaints, Cooperation and Fairness

Complaints alleging breach of this Code will be handled in accordance with the Council's standards procedures and may be referred to the Monitoring Officer.

Councillors must:

- Cooperate fully and promptly with investigations
- Not intimidate or retaliate against complainants or witnesses
- Comply with sanctions imposed

Where a Councillor has sought and followed written advice from the Town Clerk or Monitoring Officer, this will be taken into account in any subsequent consideration of an alleged breach.

The Council will ensure that complaints procedures are applied fairly and proportionately, including safeguards against vexatious or malicious complaints.

16. Training and Continuous Improvement

Councillors are expected to undertake Code of Conduct and standards training provided by the Council and to seek advice from the Town Clerk or Monitoring Officer where in doubt.

17. Sanctions

Breaches may result in:

- Formal findings
- Training requirements
- Removal from committees or working groups
- Public reporting of outcomes

18. Definitions

- Councillor” includes elected and co-opted members entitled to vote.
- “Partner” means spouse, civil partner, or person living as such.
- “Sensitive Interest” has the meaning given under the Localism Act 2011.

19. Review

This Code will be reviewed annually and updated where necessary to reflect legislative, regulatory or governance developments.



Longridge Town Council

Comparison Report

Code of Conduct 2021 vs Revised Code of Conduct 2026 Edition

Prepared by: Town Clerk

Date: [11-03-2026]

Agenda Item: [7]

1. Executive Summary

The Revised Consolidated 2026 Code retains all statutory compliance requirements contained in the 2021 Code. It modernises structure and language, strengthens digital governance safeguards, and introduces additional protections relating to informal decision-making, collective responsibility and standards culture. It reduces embedded statutory tables and narrative explanation while preserving substantive obligations.

2. Structural Comparison

The 2021 version is detailed and instructional, including full DPI tables and extended definitions. The 2026 version is streamlined, policy-based, and clearer in presentation. It includes explicit digital governance provisions and an annual review requirement.

3. Standards of Behaviour

The 2021 Code includes detailed definitions of bullying and harassment and extensive Equality Act references. The 2026 Code retains clear prohibitions while introducing a leadership and standards culture clause and a robust but civil debate provision.

4. Confidentiality and Improper Use of Information

Both versions prohibit improper use of information and unlawful disclosure. The 2026 version simplifies drafting but retains public interest safeguards, consultation requirements, and ongoing confidentiality obligations.

5. Interests Framework

The 2021 Code embeds full statutory DPI and ORI tables. The 2026 Code references the statutory regulations directly while retaining registration, declaration, withdrawal and criminal offence provisions. The 2026 version restores the majority of residents test and executive decision recording requirement.

6. Digital Governance

The 2026 Code strengthens provisions addressing informal decision-making, messaging applications, email chains and social media misuse. These protections were limited in the 2021 version.

7. Collective Responsibility

The 2026 Code introduces an explicit collective responsibility clause requiring Members to respect lawful decisions while allowing reconsideration through proper procedures.

8. Outside Bodies

The 2026 Code explicitly confirms that Councillors remain bound by the Code when acting on outside bodies.

9. Complaints and Investigations

Both versions require cooperation with investigations and compliance with sanctions. The 2026 Code introduces proportionality safeguards and recognises written advice as a mitigating factor.

10. Governance Risk Comparison

Statutory compliance is maintained in both versions. The 2026 Code strengthens digital risk management and accessibility while slightly reducing embedded technical detail. Overall governance robustness is maintained or improved.

11. Conclusion

The Revised Consolidated 2026 Edition represents a modernised, digitally robust and culturally strengthened Code of Conduct. It equals or exceeds the 2021 version in governance effectiveness while improving clarity and usability.

Agenda Item 8

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	11 March 2026
Title:	Grants and requests for funds
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider a grant request from the Longridge Band who have been invited to perform at the British Band Open in May 2026, one of the most prestigious brass band competitions in the country. While the event has previously been held in Blackpool, it will take place in Birmingham, resulting in significantly increased travel and accommodation costs. The Band are therefore seeking financial assistance to help fund the cost of travel and associated expenses, enabling them to attend this prestigious competition.

Note: This grant request was an agenda at the Finance Committee meeting held on 4 March 2026 where the Clerk deferred the item to Full Council as two members declared an interest which meant the Committee was not quorate for this item.

2. Financial Considerations.

The table below shows the payments made by the Town Council to the Longridge Band from 19 December 2022 to the present day. Members are reminded that the Longridge Band do not charge for the services of the bugler (remembrance services) or for attending the 'Carols round the Christmas Tree' on Christmas Eve.

Date	Amount £	Comments
19/12/2022	150	Grant (request was for £300)
19/12/2022	600	Remembrance Sunday 2022
17/03/2023	600	Patrons fee 2023
26/07/2023	1,500	Refurbishment grant
16/01/2024	500	Grant
16/01/2024	600	Remembrance Sunday 2023
15/11/2024	600	Remembrance Sunday 2024
19/12/2024	600	Patrons fee 2024
19/05/2025	550	Mayoral Charity
20/06/2025	500	Tuba grant
14/11/2025	600	Remembrance Sunday 2025
Total:	6,800	

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 £18,580.

3. Recent grants awarded by the Finance Committee

The Finance Committee at its meeting held on 4 March 2026 awarded a grant of £1,000 to the Community Food Bank Longridge, to be split £750 on food and £250 on marketing materials.

4. Members are recommended to:

- a. Note the report
- b. Consider the grant request from the Longridge Band.
- c. Request the Clerk to update the applicant of the Committee's decisions.
- d. If the grants are approved, authorise the Clerk to make the necessary arrangements for payment.

Agenda Item 9

For Decision/Discussion

Meeting:	Full Council
Meeting Date:	11 March 2026
Title:	Community Garden – Committee Terms of Reference
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider adopting a Terms of Reference for a Community Garden Committee (Appendix 1) and a Memorandum of Understanding setting out how both parties will work together to deliver the Community Garden Project (Appendix 2).

2. Introduction.

Members may be aware that the Town Council has had two formal meetings with volunteers and potential committee members, an introductory meeting in the Council's Offices and a site visit on February 22.

3. Members are recommended:

To consider the adoption of a:

- a. Terms of Reference for a Community Garden Committee (Appendix 1)
- b. Memorandum of Understanding (Appendix 2)



For Information

Community Garden Terms of Reference

Adopted: 11 March 2026

Chair: Cllr. L. Jameson

Minute Ref.: 260311/9

These Terms of Reference are administered by the Town Clerk and will be reviewed annually.

<p>Longridge Town Council Council Offices The Station Building Berry Lane Longridge PR3 3JP</p>	 <p>Longridge Town Council</p>	<p>✉ clerk@longridge-tc.gov.uk ☎ 01772 782461 ☎ 07495 473 845 🌐 www.longridge-tc.gov.uk</p>
Mission Statement		
<p>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.</p>		

1. Background

Longridge Town Council (“the Council”) has leased a parcel of land from Lancashire County Council for a period of five years for the purpose of establishing a Community Garden.

The Council wishes the project to be community-led, encouraging participation from local residents, volunteers and environmental groups, whilst maintaining appropriate oversight as leaseholder and public authority.

These Terms of Reference set out the purpose, structure and operating principles of the Community Garden Committee (“the Committee”).

2. Purpose

The Committee is established to:

- Oversee the development and day-to-day running of the Community Garden.
- Promote community involvement, wellbeing and environmental enhancement.
- Encourage biodiversity, sustainable practices and environmental education.
- Develop the site as a welcoming, inclusive and safe space for the community.
- Operate within the terms of the lease and any conditions set by Lancashire County Council.

3. Status

The Committee shall operate as an advisory and delivery group under the umbrella of Longridge Town Council.

The Committee does not have separate legal status.

The Town Council remains:

- The leaseholder of the land.
- Responsible for insurance (where agreed).
- Ultimately accountable for compliance with statutory obligations.

The Council intends to adopt a *light-touch approach* to governance, enabling the Committee to manage operational matters wherever possible.

4. Membership

Membership shall be open to:

- Up to 3 Town Councillors
- Local residents (no fixed maximum)
- Representatives of recognised local environmental or community groups
- Other volunteers with relevant skills or interest

The majority of the Committee should comprise non-council members to ensure the project remains community-led.

The Committee shall appoint from amongst its members:

- A Chair
- A Vice-Chair (if required)
- A Secretary (if required)

Membership will be reviewed annually.

5. Role of the Town Council

The Council will:

- Approve an annual budget allocation (if applicable).
- Hold and manage any grant funding unless otherwise agreed.
- Ensure compliance with lease conditions.
- Provide insurance cover as appropriate.
- Receive periodic update reports.

The Council will not ordinarily involve itself in routine operational decisions unless:

- There is financial risk to the Council.
- There is potential breach of lease conditions.
- There is reputational or legal risk.
- A matter is formally referred to it by the Committee.

6. Powers and Responsibilities of the Committee

Subject to Council budget approval and lease conditions, the Committee may:

- Develop planting plans and site layout.
- Organise volunteer sessions.
- Arrange community events at the garden.
- Apply for grants (with Council approval where required).
- Fundraise for the project.
- Establish garden rules and volunteer codes of conduct.
- Purchase tools and materials within agreed budgets.

The Committee must:

- Operate safely and promote safe working practices.
- Follow safeguarding good practice where children or vulnerable adults are involved.
- Keep basic financial records of income and expenditure.
- Avoid entering into contracts in its own name without Council approval.

7. Finance

Any Council-provided funding shall be agreed annually.

All income and expenditure must be transparent.

If the Committee raises external funding:

- Funds shall be held by the Town Council unless otherwise formally agreed.
- Expenditure must be approved in accordance with Council financial regulations.

The Committee shall not incur expenditure beyond agreed budgets.

8. Meetings

The Committee shall meet as required and include an Annual General Meeting.

Meetings may be informal in nature to encourage participation.

Notes or brief summaries of meetings should be kept and shared with the Town Council.

A simple quorum shall be 3 members including at least one Town Councillor.

9. Reporting

The Committee shall provide:

- A short-written update to Full Council at least twice per year.
- An annual summary of activities and finances.

The Council may request additional updates if reasonably required.

10. Health & Safety

The Committee shall:

- Promote safe working practices.
- Undertake basic risk assessments for organised events.
- Ensure tools and equipment are used safely.

The Town Council shall ensure appropriate public liability insurance is in place, subject to compliance with agreed conditions.

11. Equalities and Inclusion

The Committee shall operate in an inclusive manner and encourage participation from all sections of the community.

12. Review and Duration

These Terms of Reference shall be reviewed annually.

The Committee shall operate for the duration of the lease unless dissolved earlier by resolution of the Town Council.

Upon expiry of the lease, arrangements for continuation, renewal or closure of the project shall be determined by the Town Council.

13. Guiding Principle

The Community Garden is intended to be:

- Community-led
- Environmentally positive
- Lightly governed
- Supportive rather than bureaucratic

The Town Council's role is to enable, support and safeguard — not to control day-to-day operations.



For Information

Community Garden Memorandum of Understanding between Longridge Town Council and the Longridge Community Garden Committee.

Adopted: 11 March 2026
Chair: Cllr. L. Jameson
Minute Ref.: 260311/9

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

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.

1. Purpose

This Memorandum sets out how both parties will work together to deliver the Community Garden Project.

2. Role of the Town Council

The Council will:

- Hold the lease
- Maintain public liability insurance
- Provide agreed funding
- Ensure statutory compliance

The Council will adopt a supportive and enabling approach.

3. Role of the Committee

The Committee will:

- Manage day-to-day activities
- Organise volunteers
- Maintain the site
- Promote biodiversity and sustainability
- Keep basic financial records

4. Finance

Grant funding will be:

- Applied for in consultation with the Council
- Held by the Council unless otherwise agreed
- Spent only on agreed project purposes

5. Liability

The Committee acknowledges that:

- The Council remains leaseholder
- Activities must comply with lease conditions
- Safe working practices must be followed

6. Duration

This MOU remains in place for the duration of the lease unless terminated by either party with reasonable notice.

Signed:

Chair, Longridge Town Council

Chair, Community Garden Committee

Date:

7. RISK ALLOCATION SUMMARY

Community Garden – Risk Responsibilities

Risk Area	Responsibility
Lease compliance	Town Council
Public liability insurance	Town Council
Volunteer supervision	Committee
Day-to-day safety	Committee
Financial governance	Town Council
Grant compliance	Shared
Tool safety	Committee
Major structural changes	Town Council approval required
Safeguarding (if applicable)	Shared responsibility
Tool safety	Committee

8. Key Risk Mitigations

- Annual review of lease conditions
- Clear spending limits
- Risk assessments for events
- No contracts entered into without Council approval
- Basic volunteer induction

9. VOLUNTEER AGREEMENT

Thank you for volunteering at the Longridge Community Garden. This agreement explains what you can expect from the Council and what the Council expects from you.

9.1 The Town Council’s Commitment to You

We will:

- Provide a welcoming and inclusive environment
- Offer guidance and support
- Provide basic safety information
- Ensure appropriate insurance is in place

9.2 Your Commitment to the Town Council

You agree to:

- Work safely and follow guidance
- Treat others with respect
- Use tools responsibly
- Report hazards or concerns
- Not represent the Town Council without authorisation

9.3 Health & Safety

You understand that gardening involves physical activity and potential risks. You agree to take reasonable care for your own safety and that of others.

9.4 Safeguarding

Where children are present, they must be supervised by a responsible adult.

9.5 Confidentiality and Reputation

Volunteers must not bring the project or Council into disrepute.

Signed:

Name:

Signature:

Date:

Emergency Contact:

Agenda Item 10

For Decision/Discussion



Meeting:	Full Council
Meeting Date:	11 March 2026
Title:	Asset Policy and Register
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

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

2. Recommendation.

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



For Information

Asset Policy and Register 2026/27

Adopted: 11-03-2026

Chairman: Cllr. L. Jameson

Minute Ref.: 260311/10

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

To be reviewed annually.

1. Background.

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

2. Purpose of the Asset Register.

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

- Facilitates the effective physical control over assets.
- Provides the information that enables the Council to make the most cost-effective use of its capital resources.
- Ensures that no asset is overlooked or underutilised and is therefore used most efficiently.
- Collates information about each Council asset and makes it available to all Council members.
- Provides a record of the sources of evidence used to support the existence and valuation of assets to be covered by insurance.
- Supports the Annual Governance and Accountability Return entry for capital assets by collecting the information on the cost or value of assets held.
The values indicated in the asset register will inform the 'total fixed assets' section of the AGAR Annual Return.
- Forms a record of assets held for insurance purposes.
The Asset Register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of items and not the purchase price as per the asset register.

3. Scope of the Asset Register.

3.1 Assets Included.

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

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

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

3.2 Assets not Included.

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

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

3.3 Disposal of Assets

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

4. Asset Valuations

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

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

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

5. Procedure for updating the Asset Register.

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

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

6. The Asset Register

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

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

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

#	Asset	Location	Acquired	Purchase Cost £	QTY	Value £		Disposal/Comments
						Total	Replace	
26	Lamppost brackets	Berry Lane & Derby Road	2024	5,298	54	5,298	5,500	For banner displays.
27	VE Day banners	In storage till required	2025	716.04	15	716.40	750	
28	VE Day large flag	In storage till required	2025	23.98	1	23.98	25	
29	IP phone system	Council Office	2025	552.12	2	552.12	560	New system installed December 2024
30	BT red phone box	Kestor Lane	2024	1	1	1	0	Adopted from BT to house a defib.
31	VE Day Beacon	In storage till required	2025	549.00	1	549.00	650	
32	NAS Drive and Hard Ware	Cllr. Walker	2025	529.85	1	529.85	550	
33	Asus Expert Book Laptop	Council Office	2025	716.40	1	716.40	850	Fo deputy Clerk
34	Tables	Council Office	2025	1	2	1	600	Gifted by LSEC
35	Three drawer wooden cabinet	Council Office	2025	1	1	1	150	Gifted
36	Six drawer (3x3) cabinet	Council Office	2025	1	1	1	250	Gifted
37	Mirror Wooden Framed	Council Office	2025	1	1	1	100	Gifted
38	Storage shed with fitted shelving	Outside Station Building	2026	1,618.00	1	1,618.00	1,700	
Totals						805,902	119,951	

Notes:

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

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

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

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

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

3. Office Equipment: The Town Council equips an office for the Town Clerk. It comprises an office chair acquired in 2011 and cost £99, one four-drawer grey metal filing cabinet the original purchase price is unknown. In 2011 the Town council received an offer of second-hand items for a donation of £50, and this comprised a three-drawer filing cabinet and two oak printer stand units, one with drawers, the other with a single shelf. In 2013 the Town Council purchased a lockable tambour door shelving unit at a cost of £259. A printer was purchased in November 2015 at a cost of £175 and in March 2014 office equipment at a cost of £624.50. The printer was replaced in March 2025 for one on rental. In 2021 a laptop was purchased for £739.17 and in 2023 a shredder was purchased for £250.00. In 2025 another laptop was purchased for the Deputy Clerk £716.40.

4. Regalia and Armorial Bearings: The original purchase price is unknown. The last market valuation was £9,993. In 2016 ten silver and gilt discs and rings were purchased for the mayoral chains for £695.

5. Public Benches: A grant of £500 was approved in 2023 by LCC for bench replacements, suggesting ongoing maintenance of such assets. The £2,500 value assumes multiple benches acquired over time.

6. Other Assets: Items like notice boards, office equipment, and heritage centre exhibits are typical for a town council managing public spaces and administrative duties. Values are estimated based on standard costs.

7. Exclusions: Assets like leased land, roads maintained by LCC, or intangible assets (e.g., website domains) are excluded per standard practice.

Limitations:

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

7. Other Assets in Longridge.

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

7.1 Millenium Cross and Garden off Berry Lane.

Owner: Longridge Town Council.

Evidence from HM Land Registry

Note: The Cross was Unveiled in June 2000 to mark the millennium.

7.2 Windsor Avenue Allotments:

Owner: Ribble Valley Borough Council.

Lease to the Council via an annual-charge. In March 2026 charge was £319.25

7.3 Kestor Lane Playing Field:

Owner: Ribble Valley Borough Council.

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

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

7.4 John Smiths Playing Field:

Owner: Ribble Valley Borough Council.

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

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

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

Owner: Ribble Valley Borough Council.

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

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

7.6 Towneley Garden:

Owner: Likely Ribble Valley Borough Council.

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

Agenda Item 11

For Decision/Discussion

Meeting:	Full Council
Meeting Date:	11 March 2026
Title:	Call for nominations for the office of Deputy Mayor
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For the Chair to seek written nominations for the office of Deputy Mayor for the municipal year 2026/27.

2. Introduction.

Members will recall that at the Full Council meeting held on 12 February 2025 they approved the Policy and Methodology for the appointment of the office of Mayor and Deputy Mayor (Appendix 1).

3. Nomination Process as set out in the Policy.

- a. At the meeting of Full Council held in March the Chair will call for written nominations for the office of Deputy Mayor beginning the next municipal year (May 2026), progressing through to the position of Mayor the following year (May 2027).
- b. The Chair shall check that the current Deputy Mayor wishes to progress through to Mayor beginning the next municipal year.
- c. Nominations will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee.
- d. The Town Clerk will make a standard nomination form available (Appendix 2), although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- e. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations (18 March 2026).
- f. A Special Meeting of the Town Council will be held within 28 days of the issue of the call for nominations (8 April 2026) where the only item of business is to select the Deputy Mayor-Elect.
- g. At least 48 hours prior to the Special Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

Note: *Nominees must be a current serving councillor with a minimum of one year experience on Longridge Town Council.*

4. Members are recommended:

To request the Chair to seek written nominations for the office of Deputy Mayor for the municipal year 2026/27.



Appendix 1 For Information

Policy and Methodology for the Appointment to the Office of Mayor and Deputy Mayor - 2025

Adopted: 12 February 2025
Chair: Cllr. J. Rogerson
Minute Ref.: 250212/8

The policy is administered by the Town Clerk and will be reviewed in February 2027.

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.

1. EXECUTIVE SUMMARY:

This report outlines the process, requirements, and recommendations for appointing a Mayor (Chair) and Deputy Mayor (Vice-Chair) for Longridge Town Council in accordance with the Local Government Act 1972 and the Council's Standing Orders.

***Advisory note:** Longridge Town Council's custom is for the Deputy Mayor to succeed the mayor as this provides continuity in leadership. However, this progression is subject to the council's internal customs and is not a statutory requirement.*

2. LEGAL FRAMEWORK:

Under Section 15(6) of the Local Government Act 1972, Longridge Town Council has the authority to appoint a Deputy Mayor from among its elected members. The appointment must be made at the Annual Meeting of the Council (in May each year) or as soon as practicable thereafter. The Deputy Mayor/Vice-Chair shall, unless they resign or become disqualified, hold office until immediately after the election of a chair at the next annual meeting of the council.

3. ROLE AND RESPONSIBILITIES:

The Deputy Mayor of Longridge will be expected to:

- Stand in for the mayor at civic and ceremonial functions when required.
- Chair Full Council meetings in the mayor's absence.
- Support the Mayor in promoting Longridge and representing the Council.
- Maintain political neutrality in carrying out civic duties.
- Attend training as required to fulfil the role effectively.
- Participate in local community events and initiatives specific to Longridge.
- Support the Mayor in fostering relationships with neighbouring parishes, Ribble Valley Borough Council and Lancashire County Council.

4. SELECTION CRITERIA:

The following criteria should be considered when nominating a Deputy Mayor.

The nominee should:

- Be a current serving councillor with a minimum of one year experience on Longridge Town Council.
- Have demonstrated a commitment to Council duties and have a good attendance record.
- Be available to attend civic functions and Council meetings.
- Have an understanding of Council procedures and local government protocols.
- Have public speaking and interpersonal skills.
- Maintain impartiality in conducting Council business.
- Have knowledge of Longridge's community, history, and ongoing developments.

5. NOMINATION PROCESS (SUMMARY):

Advisory note: Members may consider giving preference to councillors who have never previously held the post, but this is not a statutory requirement.

- Councillors may self-nominate or be nominated by fellow councillors.
- Nominations must be submitted in writing to the Town Clerk.
- Each nomination requires a proposer and seconder from within Longridge Town Council.
- Candidates must confirm their willingness to serve.
- If multiple nominations are received, selection will be by majority vote of the Council,

6. NOMINATIONS IN NON- ELECTION YEAR:

- a. At the meeting of Full Council held in March the Chair will call for written nominations for the office of Deputy Mayor beginning the next municipal year, progressing through to the position of Mayor the following year. The Chair shall also check that the current Deputy Mayor wishes to progress through to Mayor beginning the next municipal year.
- b. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- c. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.
- d. A special meeting of the Town Council will be held within 28 days of the issue of the call for nominations where the only item of business is to select the Deputy Mayor-Elect.
- e. At least 48 hours prior to the Special Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

6.1 SELECTION:

At the Special Meeting of the Full Council and prior to a vote for the election of Deputy Mayor elect:

- a. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- b. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- c. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

- d. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 6b above.
- e. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- f. Where there are more than two candidates, the successful candidate must achieve a clear majority* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- g. The candidate achieving the clear majority will be nominated as Deputy Mayor at the Annual Meeting of the Council held in May.
- h. A tie in votes may be settled by the casting vote of the Chair of the meeting.

Advisory note: *All councillors present are permitted to vote for the election of Deputy Mayor, including the chair of the meeting and those standing for office.*

Definition of Majority: The definition of a majority vote is more than half of the votes cast. Abstentions are excluded in calculating a majority vote.

7. NOMINATIONS IN AN ELECTION YEAR:

- a. In an election year the Annual Meeting must be held within 14 days of the election.
- b. As soon as possible, and in any case by the end of the fourth day after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days.
- c. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- d. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.
- e. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors. The Annual Meeting of the Town Council will be held no later than fourteen days after the election where the first item of business will be the election of the mayor by a recorded vote (show of hands).

7.1 SELECTION:

Prior to the vote for election of Mayor.

- a. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- b. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- c. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- d. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 7c above but still allowing for the Annual Meeting of the Town Council to be held within 14 days of the election.
- e. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- f. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.
- g. A tie in votes will be settled by the casting vote of the Chair of the meeting.
- h. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

A. *If the retiring Chair is present then they must take the Chair at the start of the Annual Meeting of the Town Council.*

If they have been elected as a councillor for the 'new' Town Council, then in the election of the new Chair:

- *They have an original vote but are not under a duty to cast it.*
- *If there is an equality of votes the Chair has a casting vote which they must use to break the deadlock; and*
- *There is no legal requirement that a Chair should use either their original or casting vote in any particular way. There is no legal prohibition against a Chair using either their original or casting vote in their own favour.*

If the retiring councillor has not been elected as a councillor for the 'new' Town Council then they must preside the meeting until the election of the new Mayor/Chair is completed, and their successor appointed. The retiring Chair's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new Chair but

- They do not have an original vote; and*
- If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.*

B. If the retiring Chair is not present the retiring Deputy Mayor will take the chair for the elections of the Chair. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the Chair.

C. All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chair of the meeting and those standing for office.

It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.

7.2 NOMINATION OF DEPUTY MAYOR:

- a. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of the Council.
- b. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the mayor.
- c. All nominations must be received in accordance with this policy.

8. NOMINATION OF A MAYOR DURING THE MUNICIPAL YEAR:

- a. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with Section 7 of this policy, excepting that the timetable shall run from the date of the vacancy rather than of the election.
- b. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the mayor which will take place as the first item of business at the next meeting of Longridge Town Council.

9. NOMINATION OF DEPUTY MAYOR DURING THE MUNICIPAL YEAR:

Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance Section 7 of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.



NOMINATION FORM - FOR DEPUTY MAYOR

For the Municipal Year: 2026/2027

Nominee Details:

Name:	
Address:	
Phone:	
Email:	
Current position on Town Council	
Length of service as a Town Councillor	

Proposer Details: (Must be a current Longridge Town Councillor)

Name:	
Signature:	
Date:	

Seconder Details: (Must be a current Longridge Town Councillor)

Name:	
Signature:	
Date:	

NOMINEE'S DECLARATION

I, _____ hereby declare that I accept this nomination for the position of Deputy Mayor of Longridge Town Council.

I confirm that I am eligible to stand for this position and am willing to undertake all duties and responsibilities associated with the role if elected.

Signature of Nominee:

Date:

1. This nomination form must be submitted to the Town Clerk **no later than 16:30 on 18 March 2026**.
2. The election for Deputy Mayor will take place at the Annual Meeting of Longridge Town Council in May 2026.
3. Nominees must be a current serving councillor with a minimum of one year experience on the Town Council.
4. For any queries regarding this nomination process, please contact the Town Clerk.

Longridge Town Council is committed to equal opportunities and welcomes nominations from all eligible councillors regardless of age, gender, ethnicity, disability, religion or belief, sexual orientation, or any other protected characteristic.

QUALIFICATIONS AND EXPERIENCE

(To be completed by the nominee)

Please provide a brief summary of your relevant experience and qualifications that make you suitable for the role of Deputy Mayor:

STATEMENT OF INTENT

(To be completed by the nominee)

Please outline your vision and priorities should you be elected as Deputy Mayor:

OFFICIAL USE ONLY

Date Nomination Received:	
Received by (Name & Position:	
Nomination Valid: YES / NO	
If no, reason:	
Signature:	
Date:	

Agenda Item 13

For Information/Discussion



Meeting:	Full Council
Meeting Date:	11 March 2026
Title:	Planning Matters - Relating to Longridge
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To inform members of planning applications submitted to Ribble Valley Borough Council (RVBC) relating to the Longridge area since the last meeting, and to enable the Council to consider whether it wishes to submit observations as a statutory consultee.

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

2. Notes.

- a. The following types of applications are not for consultation and are therefore excluded from considerations: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness (most), Observations to another authority and Screening Options.
- b. Longridge Town Council is consulted by RVBC on planning applications affecting the town. The Town Council's role is advisory; the determining authority remains Ribble Valley Borough Council as the Local Planning Authority.

3. Recent Planning Applications

The following applications have been identified through the RVBC planning portal and weekly planning lists as being located within the Longridge parish area or immediately adjoining it.

Application 3/2026/0105

Location: 53–57 Berry Lane, Longridge PR3 3NH

Proposal: Certificate of Lawfulness for use of the first floor and associated land as **Class E(d) indoor sport / fitness facility (Pilates studio)**.

Summary:

Application seeks confirmation that the use is lawful based on evidence rather than planning policy considerations.

Key considerations:

Evidence of continuous use

Limited scope for planning judgement by consultees

Application 3/2026/0120

Location: 14 Calder Avenue, Longridge PR3 3HJ

Proposal:

Single-storey rear extension following demolition of the existing conservatory.

Summary:

Residential development replacing an existing conservatory with a rear extension.

Key considerations

Impact on neighbouring residential amenity

Scale and design relative to the dwelling

Application 3/2026/0133

Application 06/2026/0140 (Preston City Council) – Access Only

Location: Land north of Inglewhite Road and west of Chipping Lane, Longridge

Proposal:

Development proposal on land adjacent to the Longridge settlement boundary.

Consultation on Preston City Council application 06/2026/0140 outline planning application (access only) for creation of a sports village with community sports hub, up to 220 dwellings, areas of public open space and landscaping.

Summary:

Edge-of-town site which could have wider implications for the town depending on the scale and nature of the development proposed.

Note: *The Clerk has contacted Preston City Council requesting that Longridge Town Council be consulted as a neighbouring parish/town council on this application and any subsequent reserved matters submissions.*

Key considerations:

Impact on the setting of Longridge, Relationship to settlement boundary policies

Traffic and highway considerations

4. Observations

Two applications (**3/2026/0133** and **6/2026/0146**) relate to **land on the edge of the settlement**, which may have broader implications for Longridge's future development pattern and may therefore merit particular attention from members.

5. Recommendation

Members are requested to:

- a. Note the planning applications listed in this report.
- b. Determine whether the Town Council wishes to submit any formal comments to Ribble Valley Borough Council in respect of the applications.

Agenda Item 14

For Information



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	11 March 2026
Title:	Update on Actions from Recent Meetings.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from recent meetings.

2. Update on Actions from 11/02/2026

Minute 260211/	Action	Who	Update
7.b	Set up a Working Group including Town Councillors, local residents, members of the Pump Track Group and the local Police, to consider planning matters, costings, and the process of the Pump Track Group becoming a constituted body.	Clerk	Process started waiting on dates
8.d	Develop a framework for Councillor training.	Clerk	Noted
9	Set out the differences between the revised Code of Conduct and the existing Code of Conduct and bring back to a future meeting of the Town Council.	Clerk	11-03-26 Meeting
10.c	Publish the policies on the Council's website and review the policies periodically in line with governance best practice	Clerk	Available on website
10.d	Set up a Working Group to look at all aspects of the use of Social and Main Stream Media.	Clerk	Noted
11	Bring a report to a future meeting to the Council, setting out how the Town Council will announce/publicise its commitment to ameliorate environmental damage and its effects and to have due regard to environmental impact when making decisions.	Clerk	Noted
12	Submit a report to a future meeting of the Full Council regarding the engagements of a Lengthsman and Gardener	Clerk	Noted
14b.	Submit evidence to the RVBC CEO and the Planning Department showing violations of shop front illuminations in Longridge	Clerk	Awaiting photos
14.c	Provide the Clerk with photographic evidence of the above violations.	Members	None provided

3. Update on Actions from 10/12/2025.

Minute 251210/	Action	Who	Update
7c.	Submit the Precept Demand to RVBC.	Clerk	Complete
8	Inform the Valley Singers of the Council's grant decision and make the necessary arrangement for payment.	Clerk	Complete
9	Draft a policy on requests relating to plaques being placed on Council assets and submit to a meeting of the Estates Committee for review and consideration.	Clerk	Noted
10	Submit the signed formal grant application for Solar Panels to RVBC	Clerk	Complete
11	Email a list of potential projects to all members requesting their views. Relates to EOI's	Clerk	Complete and EOI's submitted
14	Submit comments regarding planning application 3/2025/0910 to RVBC.	Clerk	Complete

4. Update on Actions from 12/11/2025.

Minute 251112/	Action	Who	Update
5 and 10b	Setup a Working Group to develop a policy, a rate card and an application form, regarding the use of the Council's lamppost brackets for displaying third party banners.	Clerk	Complete
8b	Confirm to RVBC that the Town Council is able to comply with the requirements and that it wished to proceed. <i>Relates to UKSPF Grant for Solar Panels.</i>	Clerk	Complete
9b	Issue an offer letter and carry out onboarding arrangements. <i>Relates to appointment of Deputy Clerk</i>	Clerk	Complete
10a	Contact Cllr. Spencer to see if he still wishes to represent the Town Council at LALC meetings.	Clerk	Complete
13a	Action 17a from 10/09/2025 meeting. Contact LCC Highways regarding missing road signs etc.	Clerk	Actioned by Cllr. Smith
15a	Resolve the issue created by the overhanging hedges that are impacting use of the footpath on Thornfield Avenue.	Clerk	Partially Complete
15b	Contact RVBC regarding bins not being emptied.	Clerk	Complete
15c	Contact Cllr. Jackson regarding the presentation to crossing patrol officer.	Clerk	Complete

5. 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	Complete
14b	Convene a meeting of the Community Garden WG Group and co-opt additional members to the group.	Clerk	Complete
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	Mention to CEO on her Council Visit
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

6. 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	Actioned by Cllr. Smith
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	Complete

7. 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	Complete
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

8. 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

Note:

Actions from the Full Council meetings held on 09/07/25, 09/04/25, 17/07/24, 19/10/24, 14/08/24, 11/09/24, 13/11/24, 15/03/25, 15/05/25 and 11/06/2025 have been completed and removed from the list. Actions no longer required have also been removed from the lists.

9. Members are recommended:

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