Longridge
Town Council

Full Council - Agenda

To the Mayor and Members of Longridge Town Council, you are summoned to attend the meeting of the Town Council on Wednesday 9 October 2024 at 7:00 pm in the Station Buildings, Berry Lane, Longridge.

1. **Mayor's welcome.**
2. **To receive apologies.**
3. **Declarations of interests.**
   Councillors are responsible for declaring any personal / prejudicial or disclosable pecuniary interest pertaining to matters on this agenda.

   If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.
4. **To consider and approve the minutes of the 11 September 2024 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. **Finance Report.**
   Report of the Clerk (enclosed) to approve:
   - Accounts to date.
   - Schedule of Payments as set out in the Report.

ITEMS for INFORMATION/DISCUSSION/DECISION

7. **Update on Actions from Previous Meetings.**
   Report of the Clerk (enclosed) to update members on actions from recent Full Council meetings.
8. **Planning Applications.**
   Report of the Clerk (enclosed) for members to consider planning matters since the last meeting.

9. Updates on Estate Matters.

Report of the Clerk (enclosed) for members to consider updates on estate and other related matters, including

- Wellbeing Community Garden 'Project'.
- Townley Gardens.
- Pump Track.
- Café Rent review.
- Heritage Centre - Licence Review.
- Street columns and festive lighting.

10. Councillor Reports.

Reports (if any) enclosed.

11. Consideration of Matters not on the agenda.

An opportunity for members to provide updates, raise matters and suggest items for future meetings.

12. Future Meetings.

The following dates have been scheduled for Full Council Meetings:

- Wednesday 13 November 2024 at 7.00pm.
- Wednesday 11 December 2024 at 7.00pm

PART 2: ITEM for DISCUSSION and DECISION.

EXCLUSION of the PRESS and PUBLIC.

The Council is asked to RESOLVE that:

The public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

13. Employment Matters.

Verbal report by the Clerk on training payments made to a previous Clerk.

Mike Hill

Clerk and Responsible Financial Office to Longridge Town Council.

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

Longridge Town Council

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.

Longridge Town Council

Full Council – Draft Minutes

Date:	11 September 2024		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Rainford (Chair), P. Smith, R. Walker, N. Stubbs, Spencer and D. Jackson.		
In attendance:	Town Clerk and numerous members of the public.		
Meeting started:	19:00	**Meeting closed:**	20:43

240911/

1. **WELCOME BY THE CHAIR.**
   The Chair welcomed everyone to the meeting.

2. **APOLOGIES FOR ABSENCE.**
   Apologise were received from Cllrs. Beacham, Jameson, Rogerson and LCC Cllr. Swarbrick

3. **DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION**
   Cllrs. Walker and Spencer noted interest in Agenda Item 7 - Grant for the Longridge Men's Shed.

4. **APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 14 AUGUST 2024.**
   The minutes were agreed as a correct record and signed by the Chair.

5. **PUBLIC PARTICIPATION.**
   The Chair welcomed numerous members of the public who requested to speak on planning application 3/2024/0656 Pump Track.
   The public's main concerns related to; parking which could increase and if it did, would exacerbate an existing problem, cycling on the footpaths, which is currently not allowed and may well be ignored with cyclists being attracted to the facility, the existing benches and trees needing to be preserved and the existing drainage needing to be improved, as the area is prone to flooding.

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

   RESOLVED THAT COUNCIL:
   a. Approve the accounts to date.
   b. Approve the Schedule of Payments as set out in the Report and the Table below.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1		SY Maintenance	Forest Bark for small plot of land fronting the Conference Room.	55.00	9.17	45.83	Now	
2	59759	TPCS	Telephony services. August 2024	45.37	7.56	37.81	Paid	
			Totals:	**100.37**	**16.73**	**83.64**		

7. GRANT APPLICATIONS.

The Clerk submitted a report asking members to consider two grant applications one from the Longridge Station Café Artists and one from the Longridge Men's Shed.

Members were reminded that each year the Town Council makes funds available to local voluntary and community groups to support activities and projects of direct benefit to the community of Longridge.

Please note: Cllr. Walker left the meeting when the grant for the Longridge Men's Shed was being discussed.

RESOLVED THAT COUNCIL:

a. Approve a grant of £1,000 to the Longridge Men's Shed (note that the application requested £546.83).
b. Approve a grant of £150 to Longridge Station Artists and agree to waive a booking room charge of £60.

8. RISK POLICY AND REGISTER.

The Clerk submitted a report seeking approval of a draft Risk Policy and Register attached as Appendix 1 to the Report.

The Report noted that risk assessment is a systematic examination of activities, personnel, assets, liabilities, and external influences of and to the Town Council, and that it enables the Town Council identify all potential inherent risks.

RESOLVED THAT COUNCIL:
Adopt the Risk Policy and Register attached as Appendix 1 to the Report.

9. STATION BUILDING SIGN.

The Clerk submitted a report asking members to approve the final layout, wording and design of a sign to replace one that had been damaged in late January 2024. The Clerk reminded members that the Cafe's owner had made representation to replace the sign with one similar to the previous damaged sign.

RESOLVED THAT COUNCIL:
Approve the layout, wording and design as shown in the image below.

10. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from recent meetings. The report showed that the majority of actions had been completed.

RESOLVED THAT COUNCIL:
Note the report.

11. PLANNING MATTERS.

The Clerk submitted a report requesting members to consider planning matters since the last meeting. Considerations were made on several applications see below.

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

Application:	**3/2024/0656**
Considerations:	The Council is in general supportive of the application, but considers the following matters should be taken into consideration before the application is approved: 1. Parking is already an issue and the new facility could increase the problem and should be addressed. 2. Cycling is currently not allowed on the footpaths; this may well be ignored with a cycling facility on site and should be addressed. 3. The existing area comprising benches and trees needs to be preserved. 4. The area is prone to flooding and this needs to be addressed.
Application	**3/2024/0664**
Considerations:	1. The sign is already in place, if not approved it should be taken down. 2. If approved the new sign should be put in place in a timely manner.

RESOLVED THAT COUNCIL:

a. Note the report.

b. Request the Clerk to inform RVBC of the Council's considerations.

12. COUNCILLOR REPORTS

No reports were submitted.

13. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

RESOLVED THAT COUNCIL:

a. Agree to send a donation pf £100 to a suitable relevant organisation.
Post meeting note: a donation will be made to the NW Ambulance Service.

b. Agree for the Clerk to draft a letter of thanks to Yvette Brown the Community Liaison Paramedic who is providing the emergency first aid training and has donated a cabinet for the defibrillator currently situated outside the Heritage Office.

14. DATES OF FULL COUNCIL MEETINGS.

Members agreed the following meeting dates:

- 26 October
- 10 November

SIGNED BY CHAIR FOR THE MEETING: **DATE:**

A signed copy is on file.

Agenda Item 6
Report For Decision

Longridge Town Council

Meeting Date:	09/10/2024 - Budget Committee
Title:	**Finance Report - Full Council**
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	Ref.
1	6751079	HMRC	Three months TAX and NI	1,151.22	-	1,151.22	22/10/24	
2	7044569	Waterplus	Water and Wastwater to 2 September	247.64	-	247.64	DD	
3		Waterplus	Water and Wastwater to 2 October	435.99	-	435.99	DD	
4	2024103977	SO Plants	Compost and Plants for new planters	899.00	149.81	749.19	Paid	
5	-	Terry Lewis	Gardening and Lengthsman services. Sept	200.00	-	200.00	Paid	
6	4779	RGC	Cleaning Services etc.	521.03	86.84	434.19	Paid	
7	sdebt23604	RVBC	Road closure - Remembrance Sunday	47.67	-	47.67	Paid	
			Totals:	**3,502.55**	**236.65**	**3,265.90**		

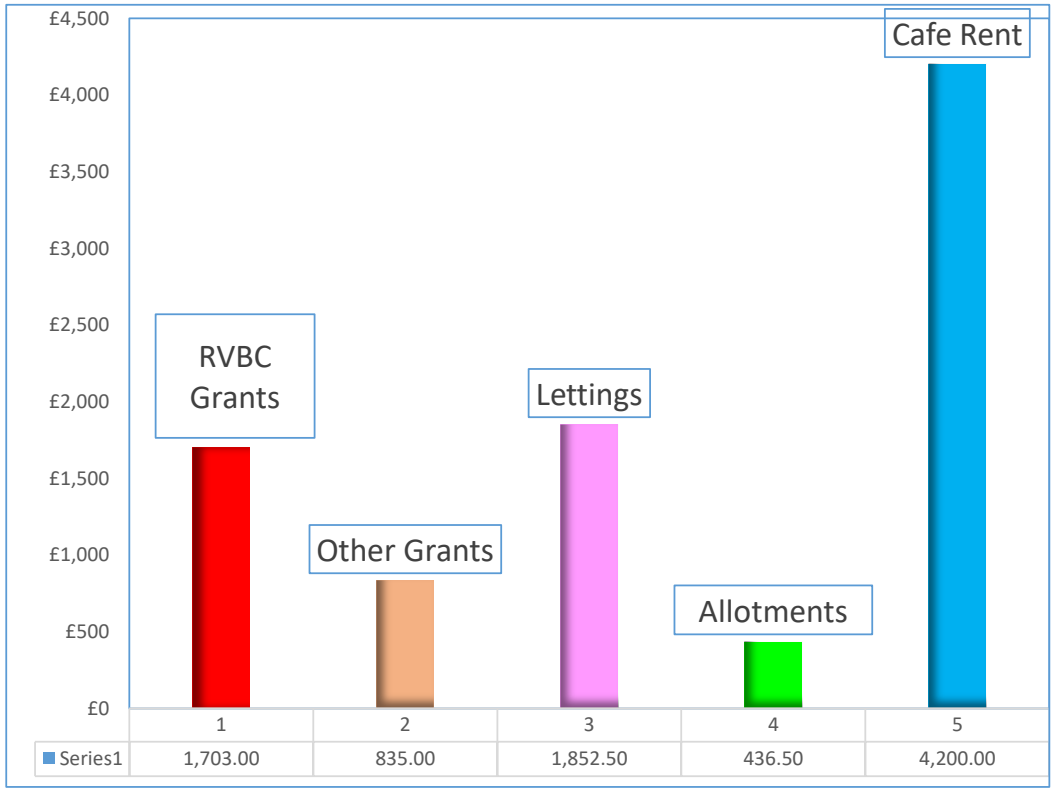
Receipts for the period 1st April 2024 to 31st March 2025.

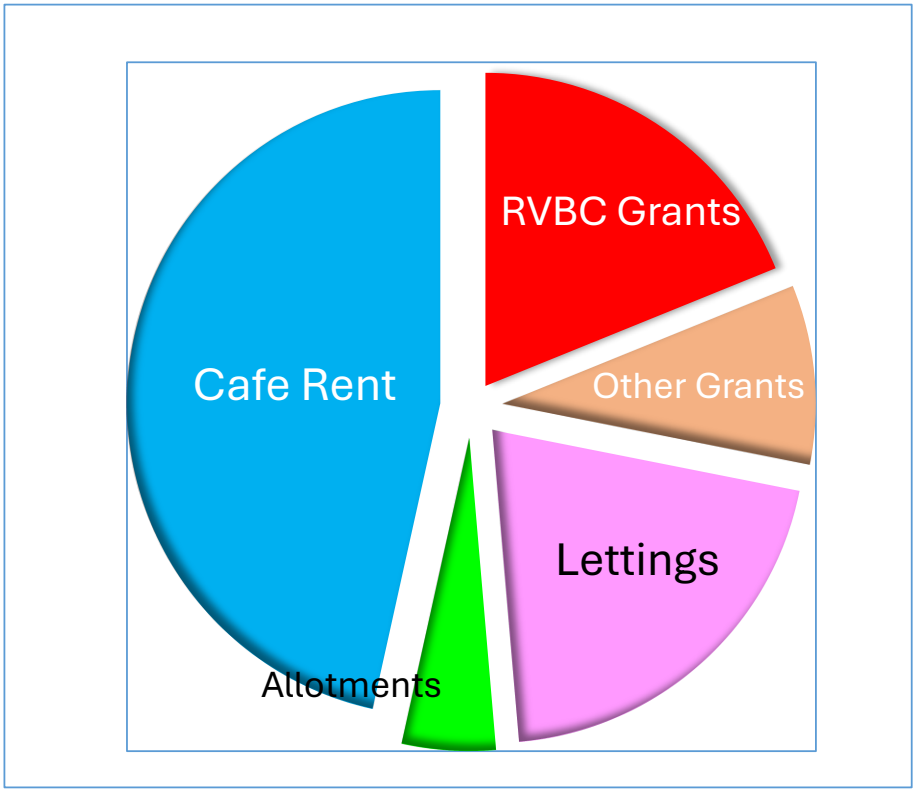
Bank			Income Streams									
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	Totals
									Rent	Utilities		
02/04/24	DD	Old Station							600.00			**600.00**
03/04/24	DD	Adjustment									1,509.19	**1,509.19**
03/04/24		Old Station								1,018.40		**1,018.40**
08/04/24	00204582	RVBC - Precept payment	94,077.00									**94,077.00**
08/04/24		Gathering (A. Gardner)					100.00					**100.00**
09/04/24		Arts Class					240.00					**240.00**
16/04/24		Longridge Community									20.00	**20.00**
26/04/24		Gas Charges								73.10		**73.10**
01/05/24		Café Rent							600.00			**600.00**
07/05/24		Art Class - 8 Weeks					147.50					**147.50**
07/05/24		Water Charges								169.52		**169.52**
08/05/24		Electric Charges								1,004.98		**1,004.98**
09/05/24	..104219	HMRC		10,692.41								**10,692.41**
09/05/24	80	U3A					210.00					**210.00**
30/05/24	53	Credit					30.00					**30.00**
03/06/24		Café Rent							600.00			**600.00**
11/06/24		Electric Charges								968.80		**968.80**
11/06/24		Gas Charges								68.35		**68.35**
11/06/24		Water Charges								229.33		**229.33**

Bank			Income Streams									
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	Totals
									Rent	Utilities		
01/07/24		Rent for café							600.00			**600.00**
02/07/24	G 04/25	Gathering (A. Gardner)					315.00					**315.00**
03/07/24	422073	LCC Bio Diversity and PROW				800.00						**800.00**
05/07/24		P.Burton						72.50				**72.50**
08/07/24		Robin Stother						72.80				**72.80**
09/07/24		Electric Charges								959.63		**959.63**
10/07/24		Barbara Burton						72.80				**72.80**
10/07/24		S. Margerison						72.80				**72.80**
12/07/24		C. Thurlow						72.80				**72.80**
17/07/24		Longridge U3A					230.00					**230.00**
18/07/24		LCC GCF				35.00						**35.00**
19/07/24		M. Baugh (Art Group - 9 meets)					225.00					**225.00**
01/08/24		Rent for café							600.00			**600.00**
16/08/24		Gathering x 4 (A. Gardner)					100.00					**100.00**
19/08/24		RVBC - Ribble Valley In Bloom			50.00							**50.00**
21/08/24		Lewis Allotment 3a						72.80				**72.80**
02/09/24		Rent for Café							600.00			**600.00**
10/09/24	AG/AS001	A. Sach Art Group					55.00					**55.00**
19/09/24		M. Baugh (Art Group - 8 meets)					200.00					**200.00**
19/09/24	00540418	Unity Goodwill									100.00	**100.00**
23/09/24	00009250	Concurrent Grant			1,653.00							**1,653.00**

Bank			Income Streams									
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	Totals
									Rent	Utilities		
24/09/24	18/09	Unit Charge Reversal									20.80	**20.80**
01/10/24		Rent for café							600.00			**600.00**
		Total as at 03/09/2024:	**94,077.00**	**10,692.41**	**1,703.00**	**835.00**	**1,852.50**	**436.50**	**4,200.00**	**4,492.11**	**1,649.99**	**119,938.51**

Revenue Streams





Unity Trust Bank - Balance

	£	
Balance carried forward 1 April 2024:	**114.15**	
Monthly Balance		**Diff.**
1 May	86,868.60	
1 June	91,466.30	4,597.70
1 July	77,243.20	-14,223.10
1 August	76,993.42	-249.78
1 September	60,457.78	-16,535.64
1 October	48,960.11	-11,497.67
Balance at 04/10/24:	**48,960.11**	

Nat West - Account No. 1

	£
Balance carried forward 31 May 2024:	**107,159.07**
Interest paid in May and June 2024:	**251.25**
Debits in June 2024:	**104.47**
Debits in July 2024:	**143.48**
Balance at 30/07/24:	**107,162.37**
Bank Statement 30/08/24:	**107,430.81**

Nat West - Longridge Town Council

	£
Balance carried forward 31 May 2024:	5,000.00
Interest to 28 June 2024:	0.00
Credits in June 2024:	104.47
Credits in July 2024:	143.48
Debits in June 2024:	104.47
Debits in July 2024:	143.48
Balance at 30/07/24:	5,000.00
Bank Statement 30/07/2024:	5,000.00

Agenda Item 7
For Information

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	**09 October 2024**
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 11/09/2024 Council Meeting.

Minute 240911/	Action	Who	Update
11	Inform RVBC of the Council's planning considerations.	Clerk	Complete
13	Send a donation £100 to NW Ambulance Service	Clerk	Noted
	Draft a letter of thanks to the Community Liaison Paramedic	Clerk	Noted

3. Update on Actions from 14/08/2024 Council Meeting.

Minute 240811/	Action	Who	Update
Public	Provide update on Pump Track and Townley Garden projects	Clerk	Complete
10b	Contact Townley Arms regarding the siting of a 'Bleed' and Defib. cabinet on the wall near the noticeboard.	Cllr. Smith	Complete
10c	Look at contributions towards the purchase of such kits	Cllr. Smith	?
13b	Inform RVBC of the Council's planning considerations	Clerk	Complete
15a	Set up a Remembrance Sunday Working Group	Clerk	Complete
15c	Prepare a Risk Register for the next FC meeting	Cllr. Smith and Clerk	Complete

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

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

5. Members are recommended:

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

Agenda Item 8
For Information/Discussion

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	**09 October 2024**
Title:	**Planning Matters - Relating to Longridge**
Submitted by:	**Clerk and Responsible Financial Officer**

1. Purpose of the report.

To inform members of planning matters since the last meeting.

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

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

2. Applications Registered by RVBC since the last Full Council Meeting.

Application:	3/2024/0622 – 6 September
Proposal:	Conversion of barn 1 to two-storey, four-bedroom dwelling; demolition of outbuilding 1 and construction of new double garage; construction of new roof and conversion of outbuilding 2 to form single-storey incidental domestic hobby space; creation of new vehicular access, garden and landscaping; new sewage treatment plant and diversion of public footpath.
Location:	Writtenstone Farm Writtenstone Lane Longridge PR3 2ZN
Link:	Planning Application - Ribble Valley Borough Council
Application:	3/2024/0623 – 6 September - Listed Building Consent
Proposal:	Conversion of barn 1 to two-storey, four-bedroom dwelling; demolition of outbuilding 1 and construction of new double garage; construction of new roof and conversion of outbuilding 2 to form single-storey incidental domestic hobby space; creation of new vehicular access, garden and landscaping; new sewage treatment plant and diversion of public footpath.
Location	Writtenstone Farm Writtenstone Lane Longridge PR3 2ZN
Link:	Planning Application - Ribble Valley Borough Council

Application:	3/2024/0450 – 27 September
Proposal:	Two-storey extension to side.
Location:	8 Belmont Court Longridge PR3 3TG
Link:	Planning Application - Ribble Valley Borough Council

Application:	3/2024/0722 – 4 October
Proposal:	Dormer to front, two-storey extension to rear, demolition of existing garage and replacement with new single-storey single garage and garden store.
Location:	**15 Highfield Drive Longridge PR3 3SN**
Link:	Planning Application - Ribble Valley Borough Council
Application:	3/2024/0802 – 4 October – Applicant is Cllr. R. Walker
Proposal:	Industrial unit 59.5m sq behind existing industrial unit of 169m sq.
Location:	Central Garage Warwick Street Longridge PR3 3EB
Link:	Planning Application - Ribble Valley Borough Council

3. Applications decided by RVBC since the last Full Council Meeting.

Application:	3/2024/0524 - 6 September
Proposal:	Demolition of existing side and rear extension and replacement with new single-storey, flat-roof extension with lantern lights to side and rear.
Location:	14 Copster Drive Longridge PR3 3SH
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Approved with conditions
Application:	3/2024/0579 - 6 September
Proposal:	Change of use to Residential Family Centre.
Location:	14 and 16 Inglewhite Road and 1A Crumpax Avenue Longridge PR3 3JS
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Approved with conditions

Application:	3/2024/0277 - 20 September
Proposal:	Proposed porch to north-western side elevation, two-storey extension with front dormer to south-eastern side elevation and single storey extension and flat roof dormer to rear.
Location:	4 Springs Road Longridge PR3 3TE
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Approved with conditions

Application:	3/2024/0348 - 20 September
Proposal:	Detached self-build dwelling to the rear of the existing dwelling, including formation of a new access road and alterations to existing access and parking.
Location:	The Pippins 248 Preston Road Longridge PR3 3BD
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Refused

Application:	3/2024/0437 - 20 September
Proposal:	Regularisation of detached garage with home office above (involving changes to length, width, height of approved building under 3/2020/0199 as well as inclusion of Juliet balcony, rooflights and changes to doors and windows).
Location:	Riverside Barn Alston Lane Longridge PR3 3BN
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Refused

Application:	3/2024/0584 - 20 September
Proposal:	Proposed garage and carport to front.
Location:	Orchard House Lower Lane Longridge PR3 2YH
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Approved with conditions

Application:	3/2024/0391 - 27 September
Proposal:	Proposed single-storey extension rear of existing attached garage and first-floor extension over existing attached garage and single-storey extension to rear.
Location:	51 Hacking Drive Longridge PR3 3EP
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Approved with conditions

Application:	3/2024/0572 - 27 September
Proposal:	Proposed new livestock, feed and machinery storage building.
Location:	Land off Hothersall Lane Hothersall PR3 2XB
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Refused

Application:	3/2024/0644 - 27 September
Proposal:	Bricking up existing front door and rear window and creation of two new window openings to front and rear.
Location:	15 Wheatley Drive Longridge PR3 3TT
Link:	Planning Application - Ribble Valley Borough Council
Decision:	Approved with conditions

4. Members are recommended to:

a. Note the report.

b. Set out any actions relating to the planning matters set out in the report.

Agenda Item 9
For Information/Decision

Longridge Town Council

Meeting:	**Full Council**
Meeting Date:	**09 October 2024**
Title:	**Update on Estate and Related Matters**
Submitted by:	**Clerk and Responsible Financial Officer**

1. Purpose of the report.

For members to consider updates on estate and other related matters, including

- Wellbeing Community Garden 'Project'.
- Street columns and festive lighting.
- Townley Gardens Project.
- Pump Track. (verbal update)
- Café Rent review. (verbal update)
- Heritage Centre - Licence Review. (verbal update)

2. Wellbeing Community Garden 'Project'

Members are reminded that in August 2024, after receiving a complaint from a resident regarding the state of the plot where the changing rooms of Longridge Town FC had been located, the Clerk contacted LCC, who confirmed they owned the plot and would look to clean it up.

After chasing LCC as to when the clean-up would begin, and after discussing the matter with Cllr. Walker, the Clerk asked LCC if they would consider renting the plot to the Town Council. LCC responded to the request, asking the Town Council to submit proposals as to what they would do with the it. The Council's proposals are shown in Appendix 1.

On 18 September, LCC emailed the Clerk, stating that subject to receiving no objections from the school and obtaining internal approval, LCC could offer the Town Council a non-protected 3-year lease of the site for the Community Garden Project, with a nominal rent, *(£1 per year*) on the basis that the Town Council would look after the site and be prepared to vacate it on six month's-notice after the initial 3 years had expired.

LCC subsequentially submitted Heads of Terms (HoT) shown in Appendix 2 which they are seeking formal agreement to. These HoT have been passed to the Council's solicitors for consideration. If the Council are minded to agree the HoT, they would be required to transfer £1,100 to the Council's solicitors, this money would sit in a client account until completion.

Members should note that the HoT places all liability and responsibility on to the tenant and the Council may wish to mitigate potential risks by reviewing its insurance provision.

2.1 Members are recommended:

To consider the Heads of Terms and decide if they want to sign them and undertake a Well Being Garden Project.

3. Street Columns and Festive Lighting.

Members should note that at the 25 September 2024 Budget Committee, the Clerk updated members on the results of the column tests and sought guidance on the next steps for purchasing and installing brackets and banners. (See Appendix 3).

At the Budget meeting:

- The Clerk stated that he had received an email (*from volunteers responsible for installing the chequered flags for the Soapbox Derby*) stating that several of the brackets were in a poor state of repair and needed replacing. Members are aware that these brackets are also used to hold the Christmas trees.
- Members requested the Clerk to see if LCC would be able to install electric sockets in the street columns and fit suitable brackets to hold festive lights and banners by early December. It was envisaged that such festive lights and banners could replace the need to install Christmas trees.

LCC have responded and indicated that they are able to carry out the work by the first week in December (if the Town Council place an order by 14 October), the costs would be:

- Per socket with RCBO unit in the base of a lighting column = £750 per unit.
- Install bracket with festive lighting/banner = £200 per fit.
- Remove festive lights/banner = £200 per unit.

It goes without saying that there would be additional costs associated with purchasing banners and festive lights, and for storage, some of these costs could be met by 'Love Longridge Ltd.

3.1 Members are recommended:

To consider the update and:

a. Decide if the Council wish to install festive lights and brackets on a set number of columns and their locations.
b. Decide if the Council wish to install banners and brackets on a set number of columns and their locations.
c. Request the Clerk to contact Love Longridge Ltd. regarding contributions they could make to the purchase of festive lights, banners and brackets.

4. Townley Garden Project.

Members should note there has recently been a discussion regarding the Town Council taking over the running of the Townley Garden Project.

Nicola Hopkins, Director of Economic Development and Planning at RVBC did not see a problem with this approach, but stated that she would need to speak to the UKSPF Working Group and Policy and Finance Committee to agree a grant to Longridge Town Council to undertake the initial design work - which had been quoted at £10,000. The next stage in terms of implementation could follow, if a suitable design can be produced.

Nicola also stated that if the Town Council are agreeable, she can start things moving at RVBC and asked if the Town Council would be looking to engage with the designer RVBC have already spoken to or would be looking elsewhere. Note that the next meeting of the Policy and Finance Committee is on 12 November, which means the Town Council need to make a decision asap.

4.1 Members are recommended:

To consider the update and:

a. Decide if the Council wish to take over the Townley Garden Project.
b. Decide if they would engage their own designer.
c. Authorise the Clerk to inform RVBC of their decisions.

Appendix 1

Longridge Town Council

Proposal

Longridge Well- Being Community Garden.

Proposal by the Town Clerk and Town Councillor Robert Walker.

clerk@longridge-tc.gov.uk

September 2024

1. Background.

LCC have obtain vacant possession of a site once used by Longridge Town Football Club. Longridge Town Council understands that although the site is held for school expansion, at the present time the school has no intention to use the site, as a consequence the Town Council would like to lease the land and convert it into a Well-Being Community Garden.

2. Proposal.

The plot of land is currently neglected and is not an attractive place to visit, which is a pity as it is opposite a children's play-area.

The Council, with the help of volunteers (which it already has onboard) would convert the area into Well-Being Community Garden.

3. Who would use the facility.

Many homes in Longridge are without a garden, and even though the Council has allotments there is long waiting list for these to become available. In addition, space could be made available for children from the local primary school to use as a way of introducing them to gardening.

Across from the plot is Park House (retirement housing) where many residents still like to walk into town, a community space/ garden would be a lovely area to meet and socialise or even do a bit of digging and planting. Up the road is Plessington Court (retirement housing) where residents could also be invited to make use of the facility.

4. Benefits.

It is well documented that there are few activities that can achieve what horticulture and gardening can. The act of gardening helps us to keep fit and connect with others, to enjoy and be part of nature and to revel in colour, aroma, wildlife and beauty. Aside from cultivating beautiful plants and increasing the habitat for wildlife, the plot could also grow food.

Gardens can allow us to switch off from the stresses of modern living. Evidence suggests if we spend time in a green environment then we **reduce stress, improve mood and come away self-reporting improved wellbeing**.

5. Financial Considerations

The cost of bringing the area into use as a Community Garden would be met by the Town Council, and from grant funding. It is envisaged that volunteers would run the gardens on a day-to-day basis with an oversite from the Town Council.

6. Other Considerations.

The Town Council is prepared to let the land on a short-term basis, while it waits for the school to commit to use it.

-oOo-

Appendix 2

HEADS OF TERMS FOR A NEW LEASE

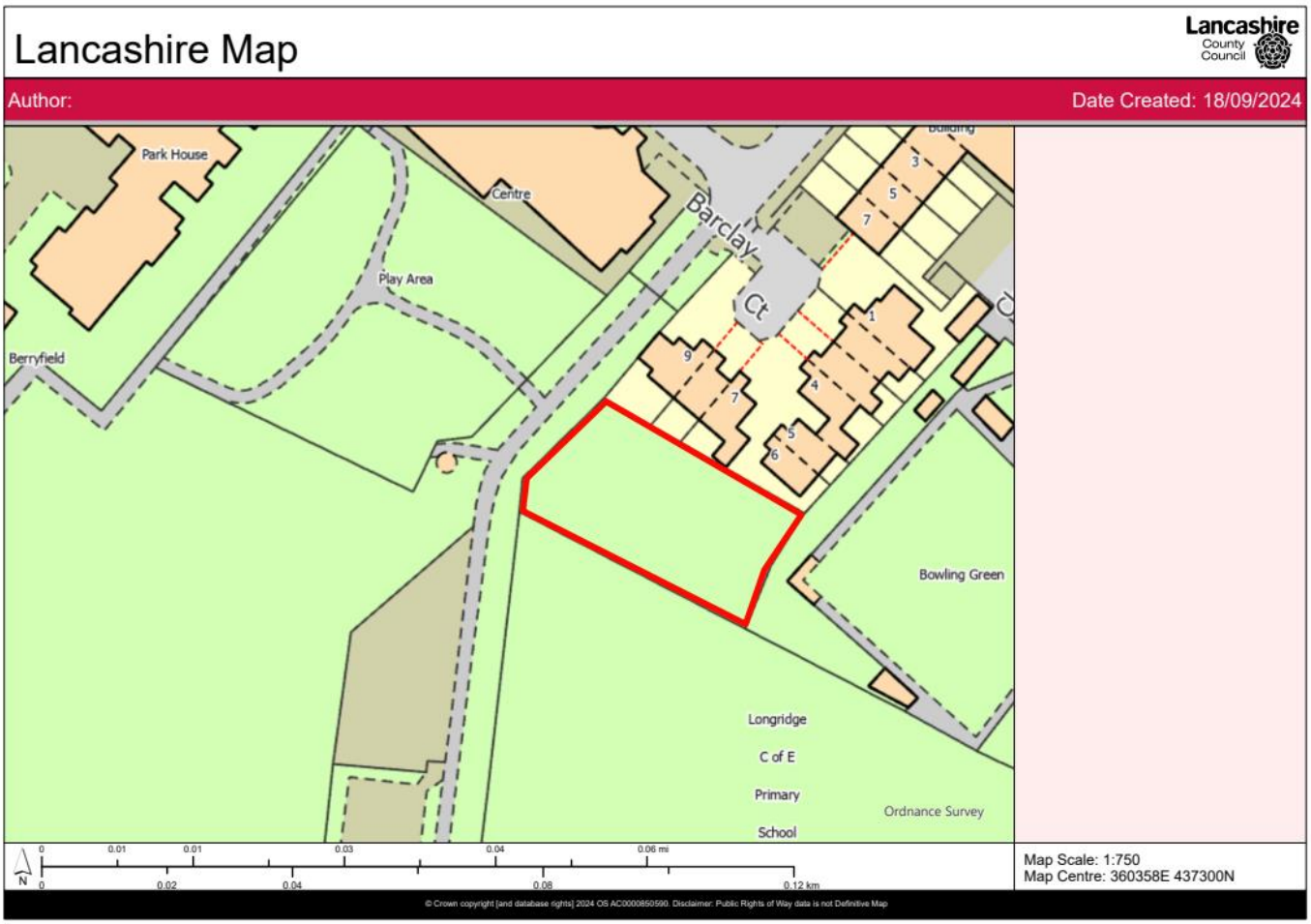
Date: 18/09/2024
Our Ref: IH

WITHOUT PREJUDICE
SUBJECT TO CONTRACT

PROPERTY:	The area as shown edged red on the plan below at Kestor Lane Recreation Ground, Longridge, PR3 3JF comprising 824 square metres or thereabouts.
LANDLORD:	Lancashire County Council
LANDLORD'S SOLICITOR:	TBC
TENANT:	Longridge Town Council, Council Offices, The Station Building, Berry Lane, Longridge, Preston, PR3 3JP
TENANT'S SOLICITOR:	Hilary Slaven, Thomas V Shaw and Company Limited, First Floor, 11 Preston New Road, Blackburn, Lancashire, BB2 1AR Email: hilary@thomasvshaw.co.uk
TERM:	The lease shall be for a term of 3 years from 1st November 2024 and thereafter until terminated, subject to six months' notice served by either party.
SECURITY OF TENURE:	The Lease will be contracted out from the security of tenure provisions of Section 24-28 of the Landlord and Tenant Act 1954.
USE:	The Property shall be used for the purpose of a Community Garden.
RENT:	The rent shall be £1 per annum (if demanded) exclusive of VAT. The rent will be payable yearly in advance on the 1st November each year
RENT REVIEW:	Not Applicable
VAT:	VAT will be payable on any fees and charges, where applicable, at the standard rate (currently 20%).
REPAIRS:	The Tenant shall be responsible for fencing off the boundaries of the site between the points marked A-B-C-D and for thereafter for maintaining the boundaries and the site itself in good and tenantable repair.
ALIENATION:	Subletting and Assignment of the lease shall not be permitted. However, the Tenant may allow members of the public to share the site provided that no Landlord and Tenant relationship is created and that the Tenant can give vacant possession at the point that the lease is terminated.
SERVICE CHARGE:	Not applicable
UTILITIES:	Any services that the Tenant may decide to connect into on the Property shall be

	utilized at the Tenant's own expense. On quitting the lease the tenant shall remove all items that may be connected to the existing services infrastructure and shall disconnect and cap off any services.
TENANT's OUTGOINGS:	The Tenant will be responsible for all costs and expenses associated with the Property including but not limited to Business Rates and Highway Drainage Charges.
INSURANCE:	The Tenant shall insure any contents that may be stored at the Property and shall also obtain Public Liability Insurance to a minimum cover but not limited to £10,000,000 for any one claim.
OTHER LEASE TERMS:	1. The Tenant shall ensure that adequate measures are in place to supervise and control the actions of any member of the public who may be allowed on to the property. 2. The Tenant shall prepare a Risk Assessment Method Statement regarding the activities it intends to allow on site and shall issue the Landord with a copy. 3. Access to the site shall be on foot only from the recreation ground between Barclay Road and Kestor Lane. No items shall be stored outside the leased area unless the consent of adjoining landowners has been obtained beforehand. 4. No permanent buildings shall be erected on the Property. 5. No glass greenhouses will be permitted but polytunnels and greenhouses constructed of polycarbonate are permitted. 6. No fires are permitted. 7. Any hazardous materials such as weedkiller shall be stored and controlled in accordance with COSHH regulations 8. Any drainage channels shall be monitored so as not to cause any surface water run-off on to adjoining land. 9. The Tenant shall keep the Property in a reasonable state of cultivation free of invasive weeds. 10. The Tenant shall keep the site clean and tidy and in a presentable condition. 11. The Tenant shall indemnify the Landlord against any actions arising from its use and occupation of the Property. 12. The Tenant shall not cause any nuisance to the Landlord or occupiers of adjoining land. 13. The Tenant shall obtain any statutory consents required in connection with its use and occupation of the Property and shall thereafter comply with any permissions that it may require. 14. On the Lease coming to an end the Tenant shall promptly and peaceably vacate the Property and shall remove all items and reinstate the Property to the Landlord's satisfaction. Any raised beds, pathways etc. will be removed and any terracing will be suitably re-graded. The Landlord's decision shall be final regarding the reinstatement of the land. 15. The Landlord give no warranty to the Tenant with regards to the suitability of the site for gardening purposes not its suitability with regards to any contaminants that may be on site. The Tenant must satisfy itself regarding the suitability of the site – particularly with regard to food growing. 16. For the avoidance of doubt, the proposed use is for the purpose of a communal garden. The landlord has no intention to allow the site to be used as an allotment that may be considered to protected under allotment law.
PROFESSIONAL COSTS:	The Tenant shall pay the Landlord's legal and surveyor's fees in connection with the negotiation and completion of the lease. The Landlord's legal fees shall be £750 provided that the matter does not become unduly protracted or delayed. The Landlord's surveyors fees shall be £350 provided the standard "bare lease"

	agreement presented by the Council's solicitors is agreed. In the event that the matter becomes unduly protracted due to changes to what is offered, any additional surveyor's time will be chargeable at a rate of £35 per hour.



Appendix 3

For Information/Discussion

Meeting:	**Budget Executive Committee**
Meeting Date:	**25 September 2024**
Title:	**Lighting Columns – update and next steps**
Submitted by:	**Clerk and Responsible Financial Officer**

1. Purpose of the report.

Report of the Clerk (enclosed) updating members on the results of the column tests and asking members to consider the next steps.

2. Introduction:

Members will recall that at the Full Council meeting on 17/07/2024 the Clerk was requested to get quotes for column testing, banner mounts and installation and complete the necessary paperwork for column testing.

The column testing has been completed and all the columns shown below have passed the test.

Market Place

Column Number	Location
30	Pizza House
29	2 Market Place
28	Head over Heels
27	(opposite 13 Market Place)
26 ?	Dog Inn
25	20 Market Place
24	Cinema
23	33 Market Place

IngleWhite Road

Columm Number	Location
21	Big Cow
15	corner of crumpax road
13	Corner of Davis Street
12?	Corner of Isabella St
10?	Opposite Barnacre Road
?	Outside Sainsbury
14	Boyce Brook
20	Opposite Rowles

Berry Lane

Column Number	Location
43	Opposite Bespoke Barbers
42	Berry Lane Dentist
41	Boheme
40	Opposite Fell Bistro
39	Christ Church
38	Berry Lane Nursery
37	Con Club
36	YMCA
35	Bet Fred
34	CO-OP
33	Bench opposite Genos
32	Station Building
31?	Roast & Deli
30	Goldsmith
29?	Towneley Gardens
28	828 Law
27	Booths service station
26	Cash Machine
25	RS Travel
24	Moby Village
23	Barbers

Derby Road

Column Number	Location
17	mini roundabout
?	Forest Arms
13	Bull and Royal
12	St Wilfreds
7	64 Derby Road
3	Carefoots
1	Stonebridge Chippy
2	Stonebridge Bus Stop
4	Gentlemens Lounge
5	89 Derby Road
6	85 Derby Road
8	69 Derby Road
9	The parlour
11	49 Derby Road
14	Vape Checkout
15	7 Derby Road
16	Opposite Pristine Pooches

3. Next Steps.

It was always envisaged that once the testing was complete the Town Council would consider purchasing and installing brackets ready for banners to be attached.

Indicative costs for brackets and installation are shown in the table below.

Item	Indicative Costs £	Costs for 54 Columns £
Spring loaded bracket/mount	130	7,020
Normal bracket/mount	70	3,780
Fitting bracket/mount	40	2,160

4. Members are Recommended to:

Consider the Council's next steps now the lighting columns have been tested.