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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town Council  Council Offices, The Station Building  Berry Lane, Longridge. PR3 3JP  Telephone: **01772 782461**  email: [clerk@longridge-tc.gov.uk](http://h)  website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment, and promote community pride.

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Proceedings of Estates Committee held on 22nd February 2022

Present: Cllr J. Rogerson (Chair)

Cllr H. Gee

Cllr D. Jackson

Cllr Rogerson (Chair) opened the meeting and welcomed everyone.

**Min 22/02/0060 Apologies for Absence**

None

**Min 22/02/0061 Declarations of Interests**

None

**Min 22/02/0062 Approval of Minutes**

Minutes of meeting held on 25th January 2022 were approved.

**Min 22/02/0063 Public Time**

No members of the public were present.

**Min 22/02/0064 Public Toilets, Berry Lane, Longridge**

The recent blockage had been handled correctly by asking RVBC in the first instance and asking an alternative contractor should this not be possible. RVBC could not take on the work. Therefore, Chris Singleton had removed the blockage – a plastic bag – presumably the result of vandalism. The toilets are, now, open.

**Min 22/02/0065 Cleaning and Maintenance of Assets**

Agreed: Each member of the Estates Committee to list assets of the TC (to the best of their knowledge). These lists to be collated to form a register from which schedules and budgets can be drawn up by the Committee.

All members

**Min 22/02/0066 War Memorial**

Three memorials were identified: The Memorial on Berry Lane, the Memorial on Drivers Walk and the Millennium Cross. These should be cleaned annually, prior to Remembrance Sunday. To explore with Terry Lewis whether this should be part of his remit.

Chair & Town Clerk

**Min 22/02/0067 Gutters and Leaves**

Agreed:

1. Protectors to be placed in the drain pipes from the gutters to prevent blockage from leaves.

2. Exploration of regular cleaning of the gutters in the autumn.

Chair & Town Clerk

**Min 22/02/0068 Litter Picking - Skate Park and Playground**

Agreed: To check records to see whose responsibility this is.

Cllr Jackson & Town Clerk

**Min 22/02/0069 Painting of Station Building**

Agreed: Review the TC’s responsibilities in the light of the new lease for the Station Café and agree a schedule (e.g. 5 yearly).

Committee members & Town Clerk

**Min 22/02/0070 Station Building Meeting Room**

The deeds state that the Station Building should function as the ‘Council House’ for the town.

a) Running of the Meeting Room

Agreed:

1. The Meeting Room should be available to members of the community for their benefit and should not be an income generator per se. However, it was recognised that costs incurred from running this facility should be recovered.

2. The charges to be reviewed and simplified (2 categories of users, daytime and evening rates, the latter to have a higher rate for the first hour to cover extra work of opening and closing the building)

3. All users to be charged the appropriate rate with clear information about TC grants for those organisations with scarce resources.

Cllr Harry Gee

b) Equipment in the Meeting Room

The audio-visual (A-V) equipment is old and the screen appears to be non-functional. While it would be useful to have a comprehensive A-V capability, the varied demands and the expertise required to interface hardware and software was considered to go beyond what is on hand and to buy in this expertise would not to be economic on current demand. These limitations to be made clear to those considering hire of the room.

**Min 22/02/0071 Registration of The Station Building with the Land Registry**

This is in hand. The Deed of Transfer and other relevant papers have passed on to our solicitors.

**Date of Next Meeting - 29th March 2022**