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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 28th June 2022

Present: Cllr. J Rogerson (Chair)

Cllr. H Gee (Vice Chair)

Cllr. S Ashcroft

Cllr. L Jameson

Cllr. N Stubbs (Ex Officio)

Jessica Dibble (Town Clerk)

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

**Min 28/06/0100 Appointment of Chairman and Vice Chairman 2022 / 2023**

Cllr Jim Rogerson was nominated as Chairman of the Estates Executive Committee 2022 / 2023 by majority vote. No other nominations were made by the committee members and no objections were received.

Proposer: Cllr. L Jameson

Seconder: Cllr. S Ashcroft

Cllr. H Gee was then nominated as Vice Chairman of the Estates Executive Committee 2022/ 2023 by majority vote. No other nominations were made by the committee members and no objections were received.

Proposer: Cllr. L Jameson

Seconder: Cllr. J Rogerson

**Min 28/06/0101 Min Apologies for Absence**

Cllr. D Little

**Min 28/06/0102 Declarations of Interests**

None declared.

**Min 28/06/0103 Approval of Minutes**

Minutes of meeting held on 30th May 2022 were approved as a correct and accurate record.

Town Clerk, Chair and Vice Chair discussed the actions from the last meeting to update the new members of the committee.

**Min 28/06/0104 Public Time**

No members of the public were present for the meeting.

**Min 28/06/0105 Terms of Reference**

**Committee agreed** the proposed Terms of Reference.

**Committee discussed** the status of the asset management register and confirmed that this will be added as an agenda item at the next Estates meeting.

**Min 28/06/0106 Meeting dates and Times**

**Committee agreed** the meeting dates and time will remain the same. The Estates meeting will be held on the last Tuesday of the month at 2pm in the Station Buildings.

**Committee further agreed** that if the meeting date or time needed to be changed for the attendance of other Councillors that the committee would flexible to this, as long as any changes were agreed by the majority and with three clear days’ notice as per the Terms of Reference.

**Min 28/06/0107 Review request for Rent, Lease or Ownership details from HMRC**

**Committee agreed** for the Town Clerk to contact the Valuation Office and discuss the two requests we have received.

Town Clerk left the meeting at 14:00

Town Clerk returned to the meeting at 14:05

**Min 28/06/0108 Bin Storage Unit at the Station Café**

**Committee discussed** the request from the café for a new bin store.

There was some confusion over the dimensions, aesthetics and location of the store.

It was agreed by the committee that we would request a full proposal in writing so we are able to make an informed decision.

**Min 28/06/0109 Maxi Fire and Security**

**Committee noted** the recent visit from Maxi Fire and Security.

**Committee** were also informed that the sensor has now been moved as per the request of the café.

**Min 28/06/0110 Longridge Environment Group**

**Committee discussed** at length the proposal from LEG to have litter pickers stored at the Station Building. After careful consideration it was decided that this would not be suitable. The Committee suggested that the library, or the Civic Hall might be able to store the litter pickers.

**Min 28/06/0111 Waste Disposal - Bin at War Memorial**

**Committee noted** the confirmed agreement between Longridge Town Council and Ribble Valley Borough Council. As of the week commencing 27th June 2022 the bin at the War Memorial will be emptied once a week.

Meeting closed at 15:11

**Date of Next Meeting – 26th July 2022 at 2pm**