|  |  |
| --- | --- |
| 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proceedings of Estates Committee held on 29th March 2022

Present: Cllr J. Rogerson (Chair)

Cllr H. Gee

Cllr D. Jackson

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

**Min 22/03/0072 Apologies for Absence**

Cllr N. Stubbs

**Min 22/03/0073 Declarations of Interests**

None

**Min 22/03/0074 Approval of Minutes**

Minutes of meeting held on 22nd February 2022 were approved as a correct and accurate record.

**Min 22/03/0075 Public Time**

No members of the public were present.

**Min 22/03/0076 Towneley Gardens Picnic Benches**

The two benches that were vandalised have been replaced by Fox’s Timber – Invoice to be received.

A third table has been vandalised and repaired by Chris Singleton to whom the Committee is very grateful.

**Min 22/03/0077 Inspection and Maintenance of Longridge Town Council Assets**

A draft Asset Register was received by the Committee. A small number of items were added. It was agreed that the draft register should go before the full Council for further additions and amendments.

Action: Town Clerk

It was agreed that, once the Asset Register has been agreed, the Estates Committee will review each entry to decide a schedule of maintenance and cost to include:

a) Inspection schedule for Longridge Town Council assets to include necessary safety certificates.

b) Maintenance schedule and cost estimates for Longridge Town Council assets.

Action: Estates Committee

**Min 22/03/0078 Station Building Meeting Room - Policy on Cancellations**

The need for a policy for block bookings and cancellation was agreed. This policy to be developed with the new Town Clerk to draw on her experience in this area.

Action: Town Clerk

**Min 22/03/0079 Cleaning of Station Building and Public Toilets**

Rosemary Glen Cleaning have submitted details of a 6% increase for the cleaning contract covering the public toilets and the Station Building (including the café) along with a consumables price list. The main cost pressure is staffing cost increases. A quote was also submitted for weekly cleaning of the Council Office.

Seeking alternative tenders for the cleaning was discussed. It was acknowledged that Rosemary Glen have agreed and carry out additional work to cope with unpredicted events such as vandalism and blockages. These would have to be included in any specification for tendering if current services were to be maintained. After due consideration, the Committee recommends renewal of the contract for the coming year with an ongoing review of activity and performance with a view to going out to tender for the following year. Recommendation to be passed to Town Council.

Action: Chair of Estates Committee

**Min 22/03/0080 Station Cafe Refurbishment**

The Committee acknowledged their agreement to the internal work now under way in the café. A delay has been encountered due to COVID infection in the contractor’s staff. Permission had been given for the tenants’ contractors to have a closed skip in the approach to the War Memorial. This was to be for 1 week. The delay in work means that the skip is still in place. Given the sensitivity regarding respect for the Memorial, the situation will be kept under review.

Action: Comm. Members & Town Clerk

Two other requests have been received from the tenant:

1) For space in the Station Building for staff amenities (lockers)

2) Improvement in outside storage area adjacent to the small building housing their freezer.

Committee members reviewed available space in the building, excluding the cafe. It was concluded that the lockers could not be accommodated without compromising use of these areas by others and recommend that the tenants should look for space within their premises for these purposes. Decision to be conveyed to tenants.

Action: Town Clerk & Chair

Improving storage facilities was agreed in principle and request that the tenants work up full plans for a proposal to be submitted to the Town Clerk for consideration by the Town Council in due course. Decision to be conveyed to tenants.

Action: Town Clerk & Chair

**Date of Next Meeting - 26th April 2022**