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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town CouncilCouncil Offices, The Station BuildingBerry Lane, Longridge. PR3 3JPTelephone: **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 29th November 2022

Present:

 Cllr. H Gee (Vice Chair)

Cllr. D Little

Cllr. E Baines

 Cllr. R Walker

 Jessica Dibble (Town Clerk)

 3 Speakers – Mr David Whitter

 Miss Elissia Whitter

 Mr Callam Thompson

**Min 29/11/0145 Welcome by Chair**

Cllr. H Gee (Vice Chair) opened the meeting and welcomed everyone.

**Min 29/11/0146 Min Apologies for Absence**

Cllr. J Rogerson (Chair)

Cllr. L Jameson

Cllr. S Ashcroft

**Min 29/11/0147 Declarations of Interests**

None declared.

**Min 29/11/0148 Approval of Minutes**

The minutes of meeting held on 27th September 2022 were then approved as a correct and accurate record.

Proposer: Cllr. D Little

Seconder: Cllr. R Walker

**Min 29/11/0149 Public Time**

**Meeting closed 13:02**

The owners of the old Station Café attended to talk during public time.

Discussions opened regarding the fire safety and means of access points throughout the building.

The Café have requested the support of the Town Council for additional thumb locks, a magnetic door closer and for the three windows at the front of the building to have full window length security bars fitted.

Mr Whitter advised that the quote submitted on 29th November 2022 was to be disregarded. The Café agreed to submit a revised quote for works to the Town Council and in turn we would seek a quote for works as a comparison.

The committee agreed to the proposal in principle but additional information regarding fire safety will need to be sought.

Another member of the café then raised safety concerns due to the recent vandalism around the café and on Berry Lane.

**Public time ended 13:16**

**Min 29/11/0150 Window Bars at The Old Station Café**

**Committee reviewed** the most recent quote and supporting information.

The Committee agreed to disregard the quote and wait for the revised quote in order to discuss the up-to-date costings.

**Min 29/11/0151 Security Lights**

**Committee agreed** that the first course of action should be to link in with our neighbourhood police to see if we can have a greater police presence on and around Berry Lane.

The Clerk is to write to the café and request that any form of ASB is logged via the ‘Report a Crime’ portal.

Should the ASB logs increase, the committee will revert back and look at additional security measures such as; lights, buzzers and other deterrents.

**Min 29/11/0152 Berry Lane Toilets**

**Committee discussed** at lengththe state of disrepair of the public toilets. Currently we are completing general maintenance repairs in time for ‘Longridge Does Christmas’.

The committee discussed the long-term plans for the toilets and agreed unanimously that a charging system and full refurbishment would be recommended to the Council at its meeting on Wednesday 14th December 2022.

An initial survey of the building with an appraisal of likely costs to be sought.

**Min 29/11/0153 Cleaning Contract and Feedback Form**

**Committee reviewed** the cleaning feedback form and advised that the Clerk should complete the review and submit the same to the cleaning contractor.

**Committee noted** the feedback form and comments submitted by the café and confirmed this would be fed back to the contractor.

**Committee further discussed** the current agreement regarding hours and the terms as per the contract.

Clerk is to write to the contractor to ensure the hours contracted are fulfilled.

**Min 29/11/0154 Maintenance Repair List**

**Committee discussed** the current maintenance repair list.

Cllr. H Gee confirmed the amendments that had made to reflect the schedule of works required over the next five years.

Cllr. H Gee confirmed the revised list helps the council to check all repairs are accounted for and the spreadsheet allows the council at ease, to monitor Health and Safety deadline dates and forecast future costings as items depreciate.

**Min 29/11/0155 PRECEPT**

**Committee discussed** the need to highlight any works that will be required in the next year so that the capital spend could be included within the Precept figure.

It was discussed that the War Memorial flags needed repointing as a priority.

**Min 29/11/0156 Christmas Closing Date**

**Committee agreed** that the Council office would close on Friday 23rd December 2022 until Tuesday 3rd January 2023.

Clerk is to update both the Café and Heritage Centre.

**Min 29/11/0157 Date of Next Meeting**

**Committee noted** that the date of the next meeting was diarised for Tuesday 27th December 2022

**Committee agreed** that with this date being a public bank holiday it would be more viable to hold the meeting on the same day as the budget meeting - Tuesday 3rd January 2023.

Estates meeting will be held on Tuesday 3rd January at 12:00pm in the Station Building Meeting Room.

Budget meeting will be held on Tuesday 3rd January at 1:00pm in the Station Building Meeting Room.

Meeting closed at 14:10