



# Longridge Town Council

## Estates Executive Committee – Draft Minutes

<b>Date:</b>	30 October 2024		
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Councillors: L. Jameson (Chair), P. Smith, R. Walker, N. Stubbs and J. Rogerson.		
<b>In attendance:</b>	Town Clerk.		
<b>Meeting started:</b>	14:00	<b>Meeting closed:</b>	14:50

### 241030/

#### 1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting.

#### 2. APOLOGIES FOR ABSENCE.

Apologies for absence were accepted from Cllr. Jackson.

#### 3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION

Cllr. Jameson expressed interest in Agenda Item 12 - Cleaning Contractor.

#### 4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 28 AUGUST 2024.

The minutes were agreed as a correct record and signed by the Chair.

#### 5. PUBLIC PARTICIPATION.

There was no public participation.

#### 6. LONGRIDGE HERITAGE CENTRE TRUST (LHCT)

The Clerk submitted a report asking members to approve a revised Lease Agreement and agree an annual license fee and licence period.

Members were reminded that the Clerk submitted a report to the 28 August 2024 Estates Committee regarding a LHCT Licence Agreement. At that meeting, it was resolved that the Clerk would submit a revised version of the Licence to the next meeting of the Estates Committee, which would address the matter of 'In Perpetuity'. A revised Licence Agreement was shown in Appendix 1 and 1a of the report.

#### RESOLVED THAT COMMITTEE:

- a. Approve the revised License Agreement as shown in Appendix 1 and 1a to the report.
- b. Agree to set a licence fee of £4,000 per year, to be reviewed annually.
- c. Agree to consider annual grant requests from LHCT, one of which could be submitted to off-set the annual licence fee.
- d. Agree a license period of three years, after which the Town Council would allow the lease to run on, unless terminated by either party on giving the other party a minimum of six months' notice in writing.
- e. Request the Clerk to contact LHCT and ask them to consider the Council's proposals.

## 7. PROPOSED COMMUNITY GARDEN - UPDATE.

The Clerk submitted a report updating members on the proposed Community Garden Project.

It was noted that on 30 October 2024, Cllrs. Jameson, Walker, Smith and Rogerson met with the Contracts Manager from LCC's Asset Management Service, to discuss a 'drainage issue'.

RESOLVED THAT COMMITTEE:

- a. Request the Clerk to contact LCC regarding any actions LCC might undertake after the site visit.
- b. Agree that the Committee would consider making a financial contribution to any drainage work that may be required

## 8. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from recent Estate Meetings.

RESOLVED THAT COMMITTEE:

Note the update.

## 9. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

RESOLVED THAT COMMITTEE:

- a. Request Cllr. Jameson to investigate the possibility that the funds allocated to the Townley Gardens project could be diverted to funding improvements to the Civic Hall, if it became apparent that the Townley Garden project was not going forward.
- b. Agree to defer the purchase of new benches and picnic tables for Townley Gardens, until there is clarity on the UKSPF project.

## 10. ALLOTMENTS – RENTAL REVIEW

The Clerk requested members to consider the allotment rental charges for 2025 and the date the invoice should be issued.

RESOLVED THAT COMMITTEE:

- a. Approve an increase of 5% on the current allotment charge.
- b. Agree to send the invoices out in March 2025.
- c. Request the Clerk to invite existing allotment holders to a meeting.

## 11. SCHEDULE OF MEETINGS.

The next meeting is scheduled for 27 November 2024.

### EXCLUSION of the PRESS and PUBLIC.

RESOLVED THAT COMMITTEE:

Approve 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

## 12. APPOINTMENT OF A CLEANING CONTRACTOR.

RESOLVED THAT COMMITTEE:

Request the Clerk to invite two of the potential contractors to a meeting of the Estates Committee to discuss their proposals and to consider if they would work together.

**SIGNED BY CHAIR FOR THE MEETING:**

**DATE:**

A signed copy is on file.

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



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.