



# Longridge Town Council

## Estates Committee – Draft Minutes

<b>Date:</b>	19 May 2026		
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Councillors: N Stubbs (Chair), J. Rogerson (Vice Chair), P. Smith and Andrew Wallbank.		
<b>In attendance:</b>	Town Clerk.		
<b>Meeting started:</b>	18:30	<b>Meeting closed:</b>	19:20

260519/

### 1. ELECTION OF CHAIR FOR THE 2026-27 CIVIC YEAR

Nominations were sought for the position of Chair of the Estates Committee for the 2026-27 civic year. Councillor Stubbs was proposed and seconded.

#### RESOLVED:

That Councillor Stubbs be elected as Chair of the Estates Committee for the 2026-27 civic year.

### 2. ELECTION OF VICE-CHAIR FOR THE 2026-27 CIVIC YEAR

Nominations were sought for the position of Vice-Chair of the Estates Committee for the 2026-27 civic year. Councillor Rogerson was proposed and seconded.

#### RESOLVED:

That Councillor Rogerson be elected as Vice-Chair of the Estates Committee for the 2026-27 civic year.

### 3. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllr. Jameson.

Cllr. Spencer was absent.

### 4. DECLARATIONS OF INTEREST

Members were invited to declare any pecuniary or other registrable interests in items on the agenda. None were recorded.

### 5. MINUTES OF THE PREVIOUS MEETING.

The minutes of the previous Estates Committee held on 27 November 2024 were considered.

#### RESOLVED:

The minutes of the previous meeting held on 27 November 2024 were approved as a true and accurate record and signed by the Chair.

### 6. PUBLIC PARTICIPATION.

No members of the public were present.

## 7. TERMS OF REFERENCE AND DELEGATED SPENDING AUTHORITY

The Committee considered the Terms of Reference and a proposal to increase the delegated spending authority for maintenance and emergency works from £1,000 per item to £2,000 per item.

Members noted that the existing £1,000 limit was no longer sufficient to deal with routine items at current price levels

It was also noted that an increase to £2,000 would enable the Committee to authorise necessary emergency and maintenance works between Council meetings without requiring Full Council to be convened, while remaining proportionate to the Council's overall budget.

Members also considered a corresponding amendment to the Committee's Terms of Reference to reflect Full Council's role in reviewing rather than retaining decisions on relevant matters. The language "Full council which will review" was agreed in substitution for "retain the decision".

### RESOLVED:

That the Committee recommends to Full Council:

- a. That the delegated spending authority of the Estates Committee for maintenance and emergency works be increased from £1,000 per item to £2,000 per item; and
- b. That the Terms of Reference of the Estates Committee be amended accordingly, including the substitution of the phrase "full council which will review" for "retain the decision".

### ACTION:

Town Clerk to prepare a report and revised Terms of Reference for ratification by Full Council on 10 June 2026, and to attach the Asset Register list to the Terms of Reference.

## 8. WEED CONTROL POLICY

The Committee considered the officer report on weed control on the Council's hard surfaces and adopted assets.

Members reviewed the options presented and agreed to adopt Option A: to maintain the current targeted use of glyphosate on hard surfaces, subject to appropriate licensing and operator competence.

It was noted that:

- The caretaker would require the appropriate certificate for the commercial application of pesticides.
- As an alternative, the Council could contract with RVBC where their contractor's schedule covers the Longridge area;
- Alternative non-chemical methods remain available and were discussed, including jet washing, hot-water/steam treatment and acetic acid (vinegar-based) solutions; and
- The current HSE authorisation arrangement relating to glyphosate is due on 15 December 2026, and a final decision on the operational model should be aligned with that timeline.

### RESOLVED:

That the Committee adopts Option A (targeted glyphosate use on hard surfaces) as its preferred approach, and that a further decision on the delivery model (in-house following certification, or contracted via RVBC be deferred pending the HSE renewal due on 15 December 2026).

**ACTION:**

Town Clerk to research the availability of the RVBC weed control contractor for the Longridge area and report back.

**9. MEMORIAL BENCH PLAQUE POLICY**

The Committee considered the draft Memorial Bench Plaque Policy (LTC/POL/006), prepared following the request from the family of the late Mr Paul Byrne, twice former Mayor of Longridge, for a memorial plaque on a Council bench.

Members reviewed the proposed fee structure and agreed that the draft fee of £150 did not adequately reflect the full cost to the Council. A revised fee of £250 (ex VAT) was agreed, to cover:

- Supply of the plaque;
- Inscription;
- Installation; and
- A contribution towards the ongoing maintenance of the bench.

Members noted that plaque agreements would run for a period of 10 years from installation, with the option of renewal on application. The fee is to be presented as a contribution to bench maintenance rather than as a charge solely for the plaque.

**RESOLVED:**

That the Committee recommends to Full Council the adoption of the Memorial Bench Plaque Policy (LTC/POL/006), as drafted, subject to the fee being amended to £250 total cost (inclusive of plaque, inscription, installation and contribution to maintenance), and with agreements running for a period of 10 years subject to renewal.

**ACTION:**

Town Clerk to present the revised Memorial Bench Plaque Policy to Full Council on 10 June 2026 for ratification.

**10. ASSET MANAGEMENT SYSTEM**

Councillor Smith presented an update on the development of a new comprehensive asset management database for the Council's adopted assets.

Members noted the following key features of the proposed system:

- Records for each individual asset, including photographs, location descriptions and What3Words references;
- Scheduling of routine maintenance and inspections, with records retained for audit purposes;
- Tracking of planned replacement and end-of-life information; and
- Integration with the existing statutory asset register for the purposes of AGAR compliance.

The system will accommodate forthcoming additions to the portfolio, including:

- Eight new benches arriving during the current week; and
- The £28,000 playground equipment, with installation scheduled for 15 June 2026.

**RESOLVED:**

That the Committee notes the update on the asset management database and supports its further development.

**ACTION:**

Town Clerk to coordinate with Councillor Smith on the implementation of the database and its integration with the statutory asset register.

**11. CONSIDERATION OF INFORMAL MATTERS NOT ON THE AGENDA.**

No informal matters were raised for future consideration.

**12. FUTURE COMMITTEE SCHEDULE**

The Committee considered its meeting frequency for the forthcoming civic year.

**RESOLVED:**

That the Estates Committee meets every month during 2026-27 civic year, with the option to cancel a scheduled meeting where there are no substantive items, and that the next meeting be confirmed by the Town Clerk in the light of urgent items arising.

**ACTION:**

Town Clerk to confirm the date of the next Estates Committee meeting and circulate the indicative schedule for 2026-27.

Signed as a correct record.

X

Chair, Estates Committee. Date:

A signed copy is on file.