

Towneley Garden Event Space

Meeting Notes

A Town Council Working Group



Date:	01 December 2025		
Place:	Council Offices, Station Buildings, Berry Lane, Longridge.		
Present:	Cllrs: Gornall (Chair), Walker, Smith and Rogerson		
In attendance:	Town Clerk and Emma Baines		
Meeting started:	10:10	Meeting closed:	11:30

With the exception of Cllr. Walker, members met in the meeting room at 10:10 and walked across to meet with Cllr. Walker and Alexandra Pye a representative from William Pye contractors, at the Bowling Green.

1. **Welcome (10:30)**

The Chair welcomed everyone back to the meeting.

2. **Apologies for absence.**

Apologies were accepted from Cllr. Eccles.

3. **Project Plan.**

Cllr. Gornall issued revised project Plan and time line.

4. **Actions for next meeting.** (See table below).

Actions	Who
Issue a 'request for information' to suitable contractors.	Cllr. Walker
Get quotes for a 'surface scan'.	Cllr. Walker
Find the electric source to the footpath lights and public toilets.	Clerk
Review the existing designs and present an update to next meeting.	Cllr. Gornall and Clerk

5. **Actions going forward.** (See table below).

Actions going forward	Who
Dealing with RVBC on all matters including planning.	Clerk
Contacting and dealing with contractors	Cllr. Walker
Engagement with the public and third parties.	Cllrs. Walker, and Jameson.
Engaging with traders and event organisers.	Emma Baines

6. **Date of next meeting:**

Monday 15 December at 10:00.

