

# Towneley Garden Event Space

## Meeting Notes

### A Town Council Working Group



<b>Date:</b>	<b>15 December 2025</b>		
<b>Place:</b>	Council Offices, Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Cllrs: Gornall (Chair), Smith and Rogerson		
<b>In attendance:</b>	Town Clerk and Emma Baines		
<b>Meeting started:</b>	10:10	<b>Meeting closed:</b>	11:15

#### 1. Welcome

The Chair welcomed everyone to the meeting.

#### 2. Apologies for absence.

Apologies were accepted from Cllr. Eccles and Walker

#### 3. Actions to be completed before the next meeting. (See table below).

**Note:** *Most of these actions can be run in parallel.*

#	Actions	Who
1.	Ask William Pye what the main cost drivers are on their current quote and if/how they could be reduced.	Cllrs. Walker and Gornall
2.	Using the information gained in 1 above, to produce an alternative design/specification, with as much detail as possible. Consider any load bearing issues for traffic and stalls.	
3.	Suggest other companies to request quotes from and send their details to the Clerk	All
4.	Seek additional quotes using the alternate design / specification	Clerk
5.	Get quotes for a 'surface scan' to a depth of at least one 1 meter.	Cllr. Walker
6.	Review and amend the project plan as necessary.	Cllr. Gornall

#### 4. Date of next meeting:

Monday 15 December at 10:00.

