

Towneley Garden Event Space

Project Delivery

A Town Council Working Group



Agenda – 15 December 2025 at 10:00

1. Welcome by the Chair (Cllr. Gornall)

2. Apologies for absence.

3. Current Status

As of December 2025, the Council has confirmed its intent to proceed, pending finalisation of a Grant Agreement with RVBC, which includes submitting a site plan and full details of the proposed works along with an estimated time frame for the works and details of future maintenance arrangements.

See notes of meeting held on the 19 November 2025

5. 'Stage 1'

It was agreed that this 'Stage 1' will be a standalone project in the context of the 'Stage 2' EOI that has been submitted for £100,000 which will be reviewed by RVBC once 'Stage 1' is complete.

4. Update on Actions from 01-12-2025 Meeting

Action	Who	Update
Issue a 'request for information' to suitable contractors.	Cllr. Walker	See attached from William Pye.
Get quotes for a 'surface scan'.	Cllr. Walker	
Find the electric source to the footpath lights and public toilets.	Clerk	RVBC contacted and don't know. Suggest I contact Electricity North West. Which I have.
Review the existing designs and present an update to next meeting.	Cllr. Gornall and Clerk	Discuss this meeting and consider parking and set-up and take-down arrangements for market traders.

5. Review Project Plan and Timeline and Next Steps

Cllr. Gornall and all Working Group

6. Suggested Designs (for Information)

See attached

7. Confirm Actions and Date for next meeting.



WILLIAM PYE LIMITED

Longridge Town Council
Longridge Station
Berry Lane
Longridge
Preston
PR3 3JT

Our Ref: 19931

FAO: Robert Walker

12 December 2025

QUOTATION

Dear Sir,

Towneley Gardens Redevelopment

We thank you for your enquiry and take pleasure in quoting as follows: -

Removal of Existing Grassed Area, Lay Stone across the Area, Install Sandstone Pavings (materials provided), Install Self Binding Gravel, Install Sandstone Setts (materials provided), Install 8m of Ducting from the Back of the Towneley.

Our price to carry out the works described would be £69,866.00 plus VAT at the standard rate.

Trusting the above meets with your approval.

Yours faithfully

WILLIAM PYE LIMITED

Registered in England No. 1190686
VAT Reg. No. 156 1694 51
UTR No. 3587007737
Payments to Account: 01-67-14 93979967



1. Project Initiation and Governance - (Mid-November - End December 2025)

Objective: To formally establish the project, its leadership, and governance structures.

#	Key Action	Description	Output/Deliverable	Responsible
1	Establish Project Working Group (WG)	Appoint a small, agile Working Group (WG) from Councillors and co-opted members.	Council Lead (Deputy Chair) – 3/4 other Cllrs. with experience of events, project management, finance - Clerk to the Council (Secretariat/Admin). Community reps. can be consulted later to save time.	Clerk.
2	Develop and agree Terms of Ref. (ToR)	Draft and agree the ToR.	Finalised ToR, defining scope, purpose, authority, and decision-making processes.	Clerk.
3	Site visit.	Walkover to understand the space and constraints.	Initial site assessment.	Working Group
4	Develop Initial Concept	WG meetings to define core requirements based on the site visit.	Project Brief Document (e.g., hard-standing, power, lighting, staging).	Working Group

2. Concurrent Design and Consultation - (January - February 2026)

Objective: To develop a design and simultaneously consult with stakeholders to save time.

#	Key Action	Description	Output/Deliverable	Responsible
1	Parallel Stakeholder Engagement	Engage with key parties while developing the detailed design.	Feedback from: - Market Traders: Direct contact. - Public: Online survey and a single, public drop-in session.	Working Group
2	Appoint Designer/Consultant (if required)	Appoint professional to turn the brief into formal drawings, include feedback as it is received	Appoint a consultant	Clerk / WG
3	Finalise Concept Design	The designer incorporates engagement feedback directly into the final concept	Final Concept Design and Drawings for Council approval	Working Group / Consultant

#	Key Action	Description	Output/Deliverable	Responsible
4	Submit Grant Agreement with plans to RVBC.	Append plans and details of the proposed works to the grant agreement along with a time frame for the works and details of future maintenance arrangements.	RVBC to advise if planning approval / building regulations are required. Licence/ legal agreement to be approved and signed.	Clerk
5	Planning	If required submit planning application to RVBC	Planning approval given.	Clerk/Consultant

3. Procurement - (March – April 2026)

Objective: To obtain competitive quotes and appoint a contractor

#	Key Action	Description	Output/Deliverable	Responsible
1	Full Council Approval	Seek approval for the final design and budget to proceed to tender.	Council resolution to tender the works.	WG Chair/Clerk
2	Develop Request for Quotation (RFP)	Consultant produces detailed drawings and a Scope of Works	Complete RFQ - Drawings, Scope of Work, Pricing, Schedule, Contract Terms and Conditions	Clerk / Consultant
3	Invitation to Tender	Advertise the tender with a short response period (e.g., 3 weeks). Using local contractor networks.	RFQ issued	Clerk
4	Tender Evaluation	WG meets immediately after tender deadline to evaluate submissions	Tender Evaluation Report with a recommendation for preferred supplier.	WG
5	Contractor Appointment	Council convenes to approve the appointment	Council resolution to appoint the contractor.	Clerk/ Full Council

4. Construction and Handover - (May – July 2026)

Objective: To manage the construction phase effectively and complete the project by end of July.

#	Key Action	Description	Output/Deliverable	Responsible
1	Pre-Start Meeting	Formal handover to the contractor, agree on schedule, site access, and communications.	Signed Contract and Agreed Project Programme.	Clerk/Contractor
2	Construction Phase	Regular site monitoring by the Working Group/Clerk.	Fortnightly progress meetings.	Working Group
3	Practical Completion	Formal inspection and sign-off that the works are complete as per the contract	Certificate of Practical Completion	Clerk / Consultant
4	Project Launch	Organise a soft launch or official opening event to showcase the new space to the community	Successful launch event in July 2026	Working Group

5. Critical Success Factors and Risks for the Accelerated Plan

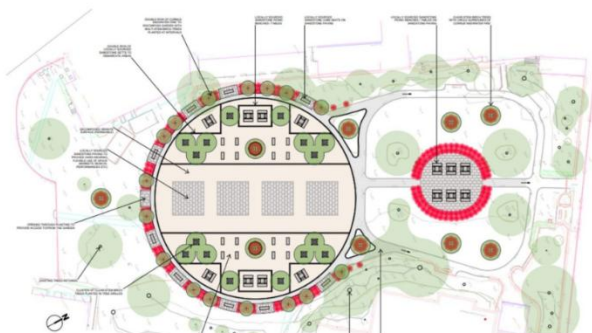
- Streamlined Decisions: The Working Group and Full Council must be prepared to make decisions quickly.
- Overlapping Phases: Consultation and design must happen concurrently. This carries a risk of rework if feedback is strongly negative, so the initial brief must be well-considered.
- Contractor Availability: A short tender period and spring start date may limit contractor availability. Consider using a framework of pre-vetted contractors if possible.
- Weather: Construction in Spring is more reliable than winter, but wet weather can still cause delays. The budget must include a contingency for potential overruns.
- Budget Contingency: With a fast-track project, a minimum 15% contingency is advised to manage unforeseen costs.
- Planning Permission: The Council must quickly determine if planning permission is needed. If it is, this timeline is likely unachievable. Action: Submit a pre-application enquiry to RVBC Planning in Phase 4.1 to get an early opinion.



TG Event space project		Nov	Dec	Jan	Feb	Mar	April	May	June	July
Week Commencing		17 24	1 8 15 22 29	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
4.1	Project Initiation and Governance									
1	Establish Project Working Group (WG)	◆								
2	Develop and agree Terms of Ref. (ToR)	◆								
3	Site visit.		◆							
4	Develop Initial Concept		◆	◆						
4.2	Concurrent Design and Consultation									
1	Parallel Stakeholder Engagement			◆	◆					
2	Appoint Designer/Consultant (if needed)			◆	◆	◆	◆			
3	Finalise Design			◆	◆					
4	Submit Grant Agreement with plans to RVBC				◆	◆				
5	Planning (if required)				◆	◆				
4.3	Procurement									
1	Full Council Approval					◆				
2	Develop Request for Quotation (RFP)				◆	◆				
3	Invitation to Tender					◆	◆			
4	Tender Evaluation						◆			
5	Contractor Appointment						◆			
4.4	Construction and Handover									
1	Pre-Start Meeting						◆			
2	Construction Phase						◆	◆	◆	◆
3	Practical Completion								◆	◆
4	Project Launch									◆



Design Possibilities

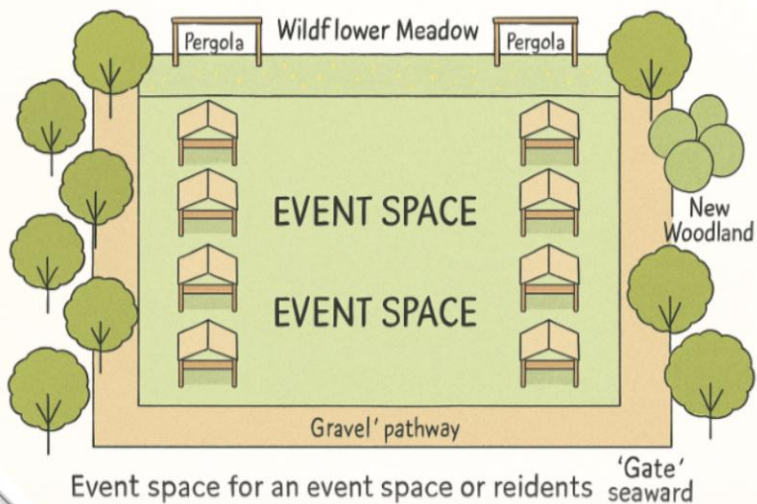
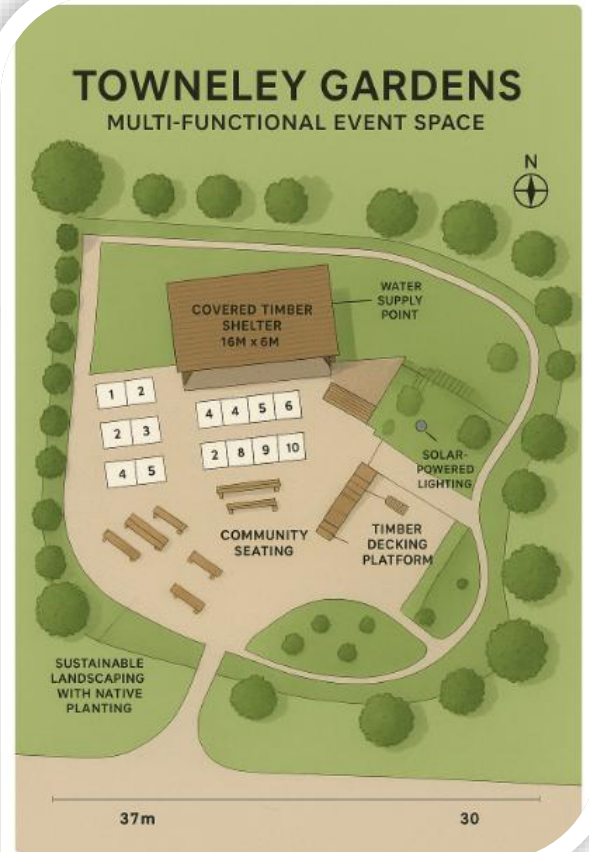
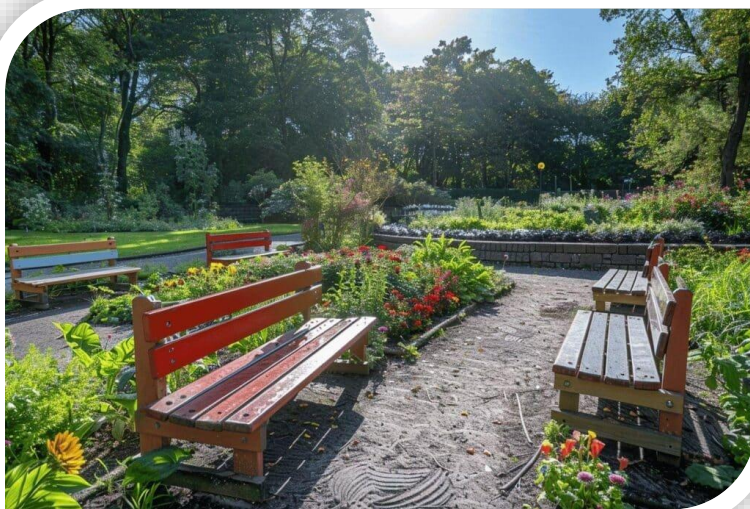


The plan for Towneley Garden





The plan for Towneley Garden





RIBBLE VALLEY COUNCIL

Artist impression of the redevelopment of Towneley Gardens in Longridge