

# Towneley Garden Event Space

## Project Delivery

### A Town Council Working Group



## Agenda – 1 December 2025 at 10:00

**Welcome by the Chair (Cllr. Gornall)**

**1. Apologies for absence.**

**2. Current Status**

As of October 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.

**3. Purpose of the meeting.**

To review progress on the Project Plan, outline next steps, assign responsibilities and ensure alignment with the July 2026 delivery date.

**4. Declarations of interest.**

Members to declare any personal or financial interest related to the project

**5. Actions from the meeting held on 19-11-2025 (Also see attached)**

Action	Who	Update
Send the current project plan to Cllr. Gornall for review and consideration of dates for the key deliverables.	Clerk	Complete
Ask Emma Baines to attend the next meeting of the Group.	Clerk	Invited to this meeting
Invite a contractor (for example William Pye) to a future meeting.	Cllr. Walker	
Contact RVBC to see if they have any architectural plans that the WG would find useful.	Clerk	See attached. Interesting but of little use.

## **6. Review Project Plan and Timeline**

Dates for key deliverables:

## **7. Assign Responsibilities to individual members.**

- Procurement process for selecting contractors.
- Permissions (planning)
- Community feedback/engagement.
- Feedback from traders, event organisers other markets and venues.

## **8. Future meeting dates.**



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## Meeting Notes

### A Town Council Working Group



<b>Date:</b>	19 November 2025		
<b>Place:</b>	Council Offices, Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Cllrs: Walker, Eccles, Smith, and Gornall.		
<b>In attendance:</b>	Town Clerk and Cllr. Jameson		
<b>Meeting started:</b>	16:30	<b>Meeting closed:</b>	17:15

#### 1. Apologies for absence.

Apologies were accepted from Cllr. Rogerson

#### 2. Terms of Reference.

- The Terms of Reference were approved.
- Cllr. Gornall was nominated as Chair
- Cllr. Walker was nominated as Vice Chair

#### 3. Project Plan.

The Clerk to send the current plan to Cllr. Gornall for review and consideration of dates for the key deliverables.

#### 4. Other Actions.

- The Clerk to ask Emma Baines to attend the next meeting of the Group.
- Cllr. Walker to invite a contractor (for example William Pye) to a future meeting.
- The Clerk to contact RVBC to see if they have any architectural plans that the WG would find useful.

#### 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.

#### 6. Future meeting dates.

1 December at 10:00 for site 'walk-about' followed by a meeting



## 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

## 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	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	Parallel Stakeholder Consultation	Engage with key parties while developing the concept design.	Consultation Feedback from: - Market Traders: Direct contact. - Public: Online survey and a single, public drop-in session.	Working Group
3	Appoint Designer	Appoint professional to turn the brief into formal drawings, include feedback as it is received	Appoint a consultant	Clerk / WG
4	Finalise Concept Design	The designer incorporates consultation feedback directly into the final concept	Final Concept Design and Drawings for Council approval	Working Group / Consultant

#	Key Action	Description	Output/Deliverable	Responsible
5	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
6	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.

