



Terms of Reference

Towneley Gardens Event Space Working Group



Adopted: 19 November 2025

Chair: Cllr. Gornall

Minute Ref: 251119/2

1. Project Background and Vision.

1.1 Background:

Longridge Town Council has been awarded a £90,000 grant from Ribble Valley Borough Council (RVBC) to create a new event space on Towneley Gardens. The space is intended to provide a dedicated area for market traders and community entertainment, enhancing the vibrancy and economic vitality of Longridge town centre.

1.2 Vision:

To create a flexible, accessible, and sustainable event space that becomes a focal point for community life, supporting local trade and providing a high-quality venue for a wide range of cultural and social events.

2. Purpose of the Working Group.

The Working Group is established by Longridge Town Council to:

- Manage the successful delivery of the Towneley Gardens Event Space project on time and within budget.
- Act as the primary coordinating body for the project, providing recommendations and oversight to the Full Council.
- Ensure effective communication and consultation with stakeholders and the community.

3. Scope and Key Deliverables.

The Working Group is authorised to plan and oversee all activities within the following scope:

- Developing the project brief and design concept.
- Managing community and stakeholder consultation.
- Procuring professional services (e.g., design, surveying, consultant).
- Managing the tender process for construction works.
- Monitoring the construction phase and ensuring quality control.
- Reporting progress to the Full Town Council.

Key Deliverables:

- Agreed Project Brief and Concept Design.
- Consultation Report.
- Tender Documentation and Tender Evaluation Report.
- A completed, fully functional event space by June 2026.

4. Membership.

4.1 Composition: The Working Group shall comprise:

- Councillor Members: Cllrs. Walker, Eccles, Gornall, Smith and Rogerson.
- Project Lead: The Town Clerk will be responsible for administration and finance.
- Chair: A nominated Councillor (to be appointed by the Working Group).
- Vice-Chair: A nominated Councillor (to be appointed by the Working Group).
- Co-opted Members: Up to three non-voting, co-opted community representatives (e.g., a market trader, a local events organiser) to provide specialist advice.

5. Roles and Responsibilities.

- The Chair: Will lead meetings, represent the project externally, and ensure the Group operates effectively and within its Terms of Reference.
- The Vice-Chair: Will deputise for the Chair as necessary.
- The Town Clerk (Project Lead): Will provide secretariat support, manage the budget, maintain the project plan, and implement the Group's decisions in line with Council financial and procurement regulations

All Members: Are expected to attend meetings, contribute constructively to discussions, and act in the best interests of the project and the community.

6. Decision-Making and Reporting.

- **Decision-Making:** The Working Group will operate on a principle of consensus. Where a formal vote is required, each Councillor member shall have one vote, with the Chair having a casting vote.
- **Recommendations to Full Council:** The following key decisions must be recommended to the Full Council for final approval:
 - Final project design and scope.
 - Appointment of contractors and consultants.
 - Any significant deviation from the agreed budget.
 - The final project sign-off and handover.
- **Reporting:** The Chair will provide a regular progress report at each scheduled meeting of the Full Council.

7. Meetings and Frequency.

- **Frequency:** Meetings will be held monthly, or more frequently as required by the project timeline (e.g., during the tender and construction phases).
- **Quorum:** A quorum for meetings shall be 50% of the appointed Councillor members.
- **Agendas:** Agendas will be circulated at least three days prior to meetings.
- **Minutes:** Will be drafted by the Clerk and circulated for approval at the next meeting.

8. Resources and Budget.

- **Budget:** The total project budget is £90,000, provided by RVBC. All expenditures must be approved in line with the Council's Financial Regulations
- **Contingency:** A project contingency of 10-15% will be maintained within the overall budget for unforeseen costs.

9. Key Dependencies and Risks.

- Key Dependencies:
 - Successful planning permission (if required).
 - Availability of contractors and materials.
- Key Risks: The Group will actively manage risks, including:
 - Project delays due to weather or planning.
 - Budget overruns.
 - Community opposition

10. Review of these Terms of Reference.

These Terms of Reference will be formally reviewed by the Working Group at the project's mid-point and upon its completion. They may be amended at any time by a resolution of the Full Council.

