



# Longridge Town Council

## Full Council - Agenda

To the Mayor and Members of Longridge Town Council, you are summoned to attend the meeting of the Town Council on Wednesday 5 March 2025 at 7:00 pm in the Station Buildings, Berry Lane, Longridge.

**1. Mayor's welcome.**

**2. To receive apologies.**

**3. Declarations of interests.**

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

**4. To consider and approve the minutes of the 12 February 2025 meeting.**

**5. Public Participation.**

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

### ITEMS for DECISION/DISCUSSION

**6. Finance Report.**

Report of the Clerk (enclosed) for members to approve the:

- Accounts to date.
- Schedule of Payments as set out in the Report.

**7. Community Garden Project.**

For members to re-consider adopting the plot of land off Drivers Walk and converting it into a Well-Being Community Garden.

### ITEMS for INFORMATION/DISCUSSION

**8. Deputy Mayor – Nominations**

Report of the Clerk (enclosed), for the Chair to seek written nominations for the office of Deputy Mayor for the municipal year 2025/26.

**9. Planning Applications.**

Report of the Clerk (enclosed), for members to consider planning matters since the last meeting.

**10. Update on Actions from Previous Meetings.**

Report of the Clerk (enclosed), to update members on actions from recent Full Council meetings.

**11. Local Government Devolution.**

Report of the Clerk (enclosed), to update members on matters relating to Local Government Devolution and how it might impact Longridge Town Council.

**12. Councillor Reports.**

Reports (if any) enclosed.

**13. Townley Gardens – Presentation.**

A presentation made by Cllr. Walker.

**14. Consideration of Matters not on the agenda.**

An opportunity for the Town Clerk and Council members to provide updates, raise matters and suggest items for future meetings.

**15. Future Meetings.**

For members to consider the following dates in 2025 for Council Meetings:  
April 9 and May 14 (Annual Meeting).

*Mike Hill*

*Clerk and Responsible Financial Officer to Longridge Town Council.*

Longridge Town Council  
Council Offices  
The Station Building  
Berry Lane  
Longridge  
PR3 3JP



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**Mission Statement**

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.



# Agenda Item 4

## Longridge Town Council

### Full Council – *Draft* Minutes

<b>Date:</b>	12 February 2025		
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Councillors: J. Rogerson (Chair), P. Smith, R. Walker, K. Spencer, N. Stubbs and D. Jackson.		
<b>In attendance:</b>	Town Clerk.		
<b>Meeting started:</b>	19:00	<b>Meeting closed:</b>	21:10

250212/

#### **Nomination of Chair for the meeting.**

In the absence of both the Chair and Deputy Chair, Cllr. Jim Rogerson was nominated as Chair for the meeting.

**1. WELCOME BY THE CHAIR.**

The Chair welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE.**

Members accepted apologies from Cllrs. R. Beacham, L. Jameson and S. Rainford. The Chair wished Cllr. Beacham a speedy recovery.

**3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION**

Cllr. Rogerson declared interest in Agenda Item 12 – Planning Application: 3/2024/1039

**4. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 11 DECEMBER 2024.**

The minutes were agreed as a correct record.

**5. PUBLIC PARTICIPATION.**

Two members of the Longridge Heritage Centre Trust (LHCT) and former town councillor Stephen Ashcroft attended the meeting and stated that they wished to speak on Agenda Item 9, LHCT Licence Review.

A member of the public was also in attendance as an observer.

RESOLVED THAT COUNCIL:

Agreed to bring Agenda Item 9 forward.

**6. FINANCE REPORT.**

The Clerk submitted a report seeking approval for the accounts to date and the Schedule of Payments.

RESOLVED THAT COUNCIL:

- a. Approve the accounts to date.
- b. Approve the Schedule of Payments as set out in the Report and the Table below.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	W/B 20 Jan	Zoe Ashcroft	Cleaning Services	120.00	-	120.00		29/01/25
2	2546	Lentech	Remove two Xmas trees and banners	372.00	62.00	310.00		29/01/25
3	5061	Rosemary Glenn	Cleaning services (last invoice)	298.73	49.79	248.94		29/01/25
4	INV-0604	Keighly plumber	Radiators and hot water not working	206.02	34.34	171.68		29/01/25
5	226703	Blakeys Keys	Key for side door. For new cleaner	36.00	6.00	30.00		29/01/25
6	12731	Computer Xpress (Blue Moon)	Council laptop service	59.50	9.92	49.58		23/01/25
7	INV-61023	TPCS	Landline services	57.59	9.60	47.99		23/01/25
8	1044	SY Maintenance	Station building maintenance	180.00	-	180.00		21/01/25
9	LHC001	CJB Group	Chemical indoor floor cleaning	300.00	50.00	250.00		14/01/25
10	12724	Blue Moon Computers	Replace fan in Clerk's laptop	180.00	30.00	150.00		14/01/25
11		High Access	Window cleaning	30.00	-	30.00		14/01/25
12	PRE/351522	C.E.F.	Civic Hall Heating (via LSEC grant)	2,032.94	338.82	1,694.12		14/01/25
13	97311	Clerk	Purchase of longstay parking permit.	103.10	-	103.10		13/01/25
14	INV-4991	Rosemary Glenn	Cleaning services	544.18	90.70	453.48		13/01/25
15	INC-60775	TPCS	Landline services	56.12	9.35	46.77		13/01/25
16	2526	Lentech	Install banner mounts to lamp posts	840.00	140.00	700.00		13/01/25
17	1049	SY Maintenance	Maintenance and gardening	721.00	-	721.00	28/02/25	
18	WB 27 Jan	Zoe Ashcroft	Cleaning Services	120.00	-	120.00	06/02/24	
19	Dec 24 Jan 25	Terry Lewis	Gardening Services	200.00	-	200.00	15/02/25	
20	INV-60607	TPCS	Phone system change	552.12	92.02	460.10	Due	
21	INV-60448	TPCS	Landline services	53.10	8.85	44.25	Due	
22	INV-60665	TPCS	Resolve issue	15.00	2.50	12.50	Due	
23	SINV-26091	Maxi Fire and Security	12 months cover	900.00	150.00	750.00	14/02/25	
<b>Totals:</b>				<b>7,977.40</b>	<b>1,083.89</b>	<b>6,893.51</b>		

**Note: Approval is not usually sought for people or organisations where the Town Council has a contractual relationship.**

**7. GRANTS POLICY.**

The Clerk submitted a report asking for members to consider implementing a revised Grants Policy that was attached as Appendix 1 to the Report.

The report reminded members that each year the Town Council makes funds available to local voluntary and community groups to support activities and projects of direct benefit to the community of Longridge.

RESOLVED THAT COUNCIL:

- a. Approve the revised Grants Policy, subject to minor changes that address how the Council deals with requests for funds in appreciation of activities carried out for, or on behalf of the Town Council.
- b. Request the Clerk to revise the Grant Application Form to accommodate applications for 'small' grants.
- c. Request the Clerk to submit both revised documents to the next Budget Committee for their consideration.

**8. MAYORAL POLICY.**

The Clerk submitted a report asking members to consider adopting the Policy as set out in Appendix 1 to the Report for the selection of a Town Council Mayor and Deputy Mayor.

Members were reminded that under the Local Government Act 1972, Longridge Town Council has the authority to appoint a Mayor and a Deputy Mayor from among its elected members and that the appointment must be made at the Annual Meeting of the Council (in May each year) or as soon as practicable thereafter.

RESOLVED THAT COUNCIL:

- a. Approve the Policy as set out in Appendix 1 to the report
- b. Agree to continue with the Town Council's custom, that the Deputy Mayor (Vice-Chair) succeeds the Mayor (Chair) as this provides continuity in leadership.
- c. Request the Clerk to produce a Mayoral Handbook

## 9. LONGRIDGE HERITAGE CENTRE TRUST (LHCT) – LICENSE REVIEW.

The Clerk submitted a report asking members to re-consider a draft licence agreement, which amongst other things sets out the terms by which the LHCT can occupy the Old Station Building.

Members were reminded that they discussed the LHCT licence at committee meetings held on 28 August 2024, 30 October 2024 and 27 November 2024.

RESOLVED THAT COUNCIL:

- a. Allow members of the public to address the meeting.
- b. Request the Clerk to take a revised licence agreement to the next meeting of the Estates Committee for their consideration.

## 10. GRANT APPLICATIONS – FURTHER CONSIDERATIONS

The Clerk submitted a report asking members to re-consider providing financial support to the Little Green Bus Company and to consider making a donation to the Friends of Civic Hall.

### Little Green Bus:

Members were reminded that at their meeting in 11 December 2024 they requested the Clerk to contact the Little Green Bus Company and ask them to clarify their reserves, the benefits offered to residents of Longridge and to complete the Town Council's Grant Application Form.

### Friends of Civic Hall:

Members were reminded that in January 2024 they agreed to donate £300 in appreciation of work undertaken for the 2023 Remembrance Sunday commemorations.

RESOLVED THAT COUNCIL:

- a. Approve a payment of £250 to the Little Green Bus Company
- b. Approve a payment of £300 to the Friends of the Civic Hall.

## 11. VE DAY 2025 COMMENEMORATIONS

The Clerk submitted a report asking members to consider activities to commemorate VE Day 2025.

The report noted that VE Day in 2025 marks the 80th anniversary of Victory in Europe.

Members were reminded that at their meeting on 13 November 2024, they approved a budget of £6,000 for civic events including remembrance services.

RESOLVED THAT COUNCIL:

Request the Clerk to setup a Working Group tasked with looking at possible activities and reporting back to the Council.

## 12. PLANNING APPLICATIONS.

The Clerk submitted a report requesting members to consider planning matters since the last meeting. Considerations were made on several applications see below.

*Note. The following types of applications are not for consultation and are therefore excluded from the lists below: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.*

<b>Application:</b>	<b>3/2024/1039</b>
<b>Considerations:</b>	<b>RVBC are encourage to consider privacy issues that may impact neighbours.</b>

## 13. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from recent meetings.

RESOLVED THAT COUNCIL:

Note the Report.

**14. COUNCILLOR REPORTS.**

No reports were submitted.

The Clerk encouraged members (especially Borough Councillors) to provide summary reports of meetings and activities they had carried out or attended since the last Full Council meeting.

**15. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.**

Members discussed the Government's White Paper on Devolution and the recent letter sent out by the Minister of State for Local Government requesting RVBC (and other Lancashire District Council's) to submit interim plans to the Government by 21 March 2025.

RESOLVED THAT COUNCIL:

Request the Clerk to add 'Local Government Devolution' as an Agenda item for future Full Council meetings.

**16. DATES OF FULL COUNCIL MEETINGS.**

Members agreed the following meeting dates for 2025:

- March 5
- April 9
- May 14

**EXCLUSION OF THE PRESS AND PUBLIC.**

RESOLVED THAT COUNCIL:

Approve that the public and press be excluded from the meeting for the next item of business on the grounds that it involves the likely disclosure of confidential information as defined in Schedule 12 of the Local Government Act, 1972.

**17. APPLICATION TO BE A TOWN COUNCILLOR.**

The Clerk provided details of two applicants who had put themselves forward as Town Councillors. The Clerk noted that he had met the applicants, that they met the criteria required to be a Longridge Town Councillor and that he had explained the role of a Town Councillor to them.

RESOLVED THAT COUNCIL:

Approve the appointment of Natalie Eccles and Lucas Pinder as Town Councillors.

**18. APPLICATION FOR A PAID POSTION WITH LONGRIDGE TOWN COUNCIL.**

The Clerk submitted an application for a post with the Town Council.

RESOLVED THAT COUNCIL:

Request the Clerk to broaden the scope of any job specification and submit it to the Staffing Committee for approval.

**SIGNED BY CHAIR FOR THE MEETING:**

**DATE:**

A signed copy is on file.

# Agenda Item 6

## Report For Decision



Longridge  
Town Council

**Meeting Date:** 05/03/2025

**Title:** Finance Report - Full Council

**Submitted by:** Clerk and Responsible Financial Officer

### **Purpose of the report:**

To update members of the Council's financial position and to seek approval of the accounts to date and agree any payments to be made.

### **Recommendations:**

1. Approve the Report and specifically the:
2. Schedule of Payments.

## Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	sdebt24072	RVBC	Annual charge litter picking April 2024 to March 2025	5,675.45	945.91	4,729.54		24/02/25
2	9506734455	Shred-It	Shredding Service	120.65	20.11	100.54		24/02/25
3	4141027	Eureka	Toilet roll dispensers and toilet rolls	85.44	14.24	71.20		20/02/25
4		Zoe Ashcroft	Toilet rolls	18.30	3.05	15.25		12/02/25
<b>Totals:</b>				<b>5,899.84</b>	<b>983.31</b>	<b>4,916.53</b>		

Note: Approval is not usually sought for Direct Debits and people or organisations where the Town Council has a contractual relationship.



## Receipts for the period 1st April 2024 to 31st March 2025.

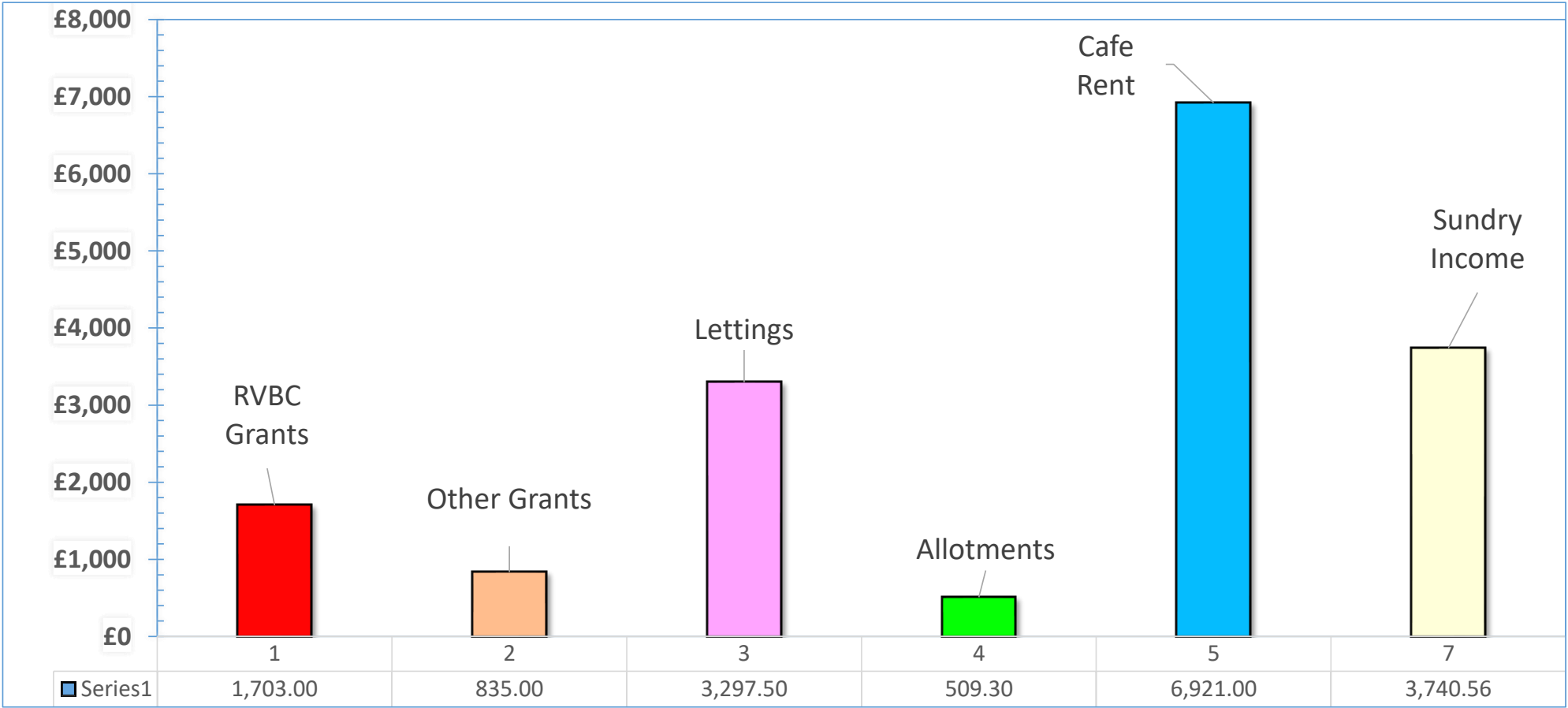
Bank		Income Streams											
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	From Reserves	Totals
									Rent	Utilities			
02/04/24	DD	Old Station							600.00				600.00
03/04/24	DD	Adjustment									1,509.19		1,509.19
03/04/24		Old Station								1,018.40			1,018.40
08/04/24	00204582	RVBC - Precept payment	94,077.00										94,077.00
08/04/24		Gathering (A. Gardner)					100.00						100.00
09/04/24		Arts Class					240.00						240.00
16/04/24		Longridge Community									20.00		20.00
26/04/24		Gas Charges								73.10			73.10
01/05/24		Café Rent							600.00				600.00
07/05/24		Art Class - 8 Weeks					147.50						147.50
07/05/24		Water Charges								169.52			169.52
08/05/24		Electric Charges								1,004.98			1,004.98
09/05/24	..104219	HMRC		10,692.41									10,692.41
09/05/24	80	U3A					210.00						210.00
30/05/24	53	Credit					30.00						30.00
03/06/24		Café Rent							600.00				600.00
11/06/24		Electric Charges								968.80			968.80
11/06/24		Gas Charges								68.35			68.35
11/06/24		Water Charges								229.33			229.33
01/07/24		Rent for café							600.00				600.00
02/07/24	G 04/25	Gathering (A. Gardner)					315.00						315.00

Bank		Income Streams											
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	From Reserves	Totals
									Rent	Utilities			
03/07/24	422073	LCC Bio Diversity and PROW				800.00							800.00
05/07/24		P.Burton						72.50					72.50
08/07/24		Robin Stother						72.80					72.80
09/07/24		Electric Charges								959.63			959.63
10/07/24		Barbara Burton						72.80					72.80
10/07/24		S. Margerison						72.80					72.80
12/07/24		C. Thurlow						72.80					72.80
15/07/24		AM Burdet						72.80					72.80
17/07/24		Longridge U3A					230.00						230.00
18/07/24		LCC GCF				35.00							35.00
19/07/24		M. Baugh (Art Group x 9)					225.00						225.00
01/08/24		Rent for café							600.00				600.00
16/08/24		Gathering x 4 (A. Gardner)					100.00						100.00
19/08/24		RVBC - Ribble Valley In Bloom			50.00								50.00
21/08/24		Lewis Allotment 3a						72.80					72.80
02/09/24		Rent for Café							600.00				600.00
10/09/24	AG/AS001	A. Sach Art Group					55.00						55.00
19/09/24		M. Baugh (Art Group x 8)					200.00						200.00
19/09/24	00540418	Unity Goodwill									100.00		100.00
23/09/24	00009250	Concurrent Grant			1,653.00								1,653.00
24/09/24	18/09	Unity Bank Charge Reversal									20.80		20.80
01/10/24		Rent for café							600.00				600.00
04/10/24	G-08/24	Gathering (A. Gardener)					225.00						225.00

Bank		Income Streams											
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	From Reserves	Totals
									Rent	Utilities			
07/10/24		U3A July-Aug-Sept					210.00						210.00
24/10/24	..6245	British Gas (overpayment)									1,089.97		1,089.97
28/10/24	13116249	Shred-It (overpayment)									239.06		239.06
01/11/24		Rent for café							600.00				600.00
06/11/24	G-09/24	Gathering x 5 (A. Gardner)					125.00						125.00
07/11/24	W7/8/9/10	Water Charges x 4								585.53			585.53
07/11/24	G83/82/81	Gas Charges x 3								40.31			40.31
27/11/24	81	Electric Charges July 2024								895.50			895.50
28/11/24	NWA -001	North West Ambulance Serv.					65.00						65.00
02/12/24		Rent for café							600.00				600.00
03/02/.24		Rent for café							107.00				107.00
09/12/24	82	Electric Charges to Sept. 2024								553.05			553.05
11/12/24		M. Baugh (Art Group)					175.00						175.00
12/12/24	83	Electric Charges to 01/10/24								539.02			539.02
23/12/24		Reserves Funds Transfer										20,000.00	20,000.00
02/01/24		Rent for café							707.00				707.00
06/01/25	..10429	HMRC VAT		9,469.44									9,469.44
21/01/25		Electric Charges								551.25			551.25
21/01/25		Gas Charges								41.72			41.72
21/01/25		Water Charges								133.63			133.63
24/01/25		Gas Credit									761.54		761.54
27/01/25		U3A					170.00						170.00
03/02/25		Rent for café							707.00				707.00

Bank		Income Streams											
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	From Reserves	Totals
									Rent	Utilities			
05/02/25		Gatherings G-02/25					175.00						175.00
05/02/25		Gatherings G-03/25					100.00						100.00
10/02/25		CAG-84 Art Group M.Baugh					200.00						200.00
Total as at 26/02/2025:			94,077.00	20,161.85	1,703.00	835.00	3,297.50	509.30	6,921.00	7,832.12	3,740.56	20,000.00	159,077.33

# Revenue Streams



**Total £ 17,006.36**

# Unity Trust Bank - Balance

£

Balance carried forward 1 April 2024:	114.15	
<b>Monthly Balance</b>		<b>Diff.</b>
1 May 2024	86,868.60	
1 June	91,466.30	4,597.70
1 July	77,243.20	-14,223.10
1 August	76,993.42	-249.78
1 September	60,457.78	-16,535.64
1 October	48,960.11	-11,497.67
1 November	40,655.60	-8,304.51
1 December	23,061.47	-17,594.13
1 January 2025	28,316.36	5,254.89
1 February	28,862.44	546.08
<b>Balance at 26/02/25:</b>	<b>19,874.83</b>	<b>-8,987.61</b>

# Nat West - Account No. 1

£

Balance carried forward 31 May 2024:	107,159.07
Interest paid in May and June 2024:	251.25
Debits in June 2024:	104.47
Debits in July 2024:	143.48
<b>Balances:</b>	
31/07/24:	107,162.37
30/09/24:	107,430.81
31/10/24:	107,563.11
30/11/24:	107,806.66
31/12/2024:	87,806.66
Debits on 19 December 2024:	20,000
Bank Statement 31/12/24:	87,925.38

# Nat West - Longridge Town Council

£

<b>Balance carried forward 31 May 2024:</b>	<b>5,000.00</b>
<b>Interest to 28 June 2024:</b>	<b>0.00</b>
<b>Credits in June 2024:</b>	<b>104.47</b>
<b>Credits in July 2024:</b>	<b>143.48</b>
<b>Debits in June 2024:</b>	<b>104.47</b>
<b>Debits in July 2024:</b>	<b>143.48</b>
<b>Balance at 30/11/24:</b>	<b>5,000.00</b>
<b>Bank Statement 19/12/2024:</b>	<b>5,000.00</b>



# Agenda Item 7

## For Decision



Longridge  
Town Council

<b>Meeting:</b>	<b>Full Council</b>
Meeting Date:	5 March 2025
Title:	Community Garden Project
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

For members to re-consider adopting the plot of land as shown in the diagram and converting it into a Community Garden.



### 2. Background.

Members will recall that the project was discussed at the Full Council Meeting on the 9 October 2024 and at the Estates Committee meeting held on 30 October 2024.

### 3. Update.

At previous meetings members had debated the longstanding issue of drainage, and any liability that may pass to the Town Council if a member of the public was to have an accident as a consequence of water running off the plot and onto the public footpath.

In this regard, on 10 February 2025, Cllr. Walker met with Mark Beveridge, Head of Cultural and Leisure Services at RVBC and Mark Hodges, Contracts Manager at LCC, on site to assess the drainage issue.

At the above meeting both Mark Beveridge and Mark Hodges agreed that the water that flows down from the school-side onto the plot and down Barclay Road (side of Berry Lane Medical Centre) contribute significantly to the water that runs along the public footpath, and as a consequence, if an accident were to happen, no-one organisation could be held responsible. (See Figures 1 and 2).

Notwithstanding the above, if the Town Council were to adopt the plot and convert it into a community garden, this in itself may go some-way to reduce the water run-off from the plot.

### 4. LCC Lease.

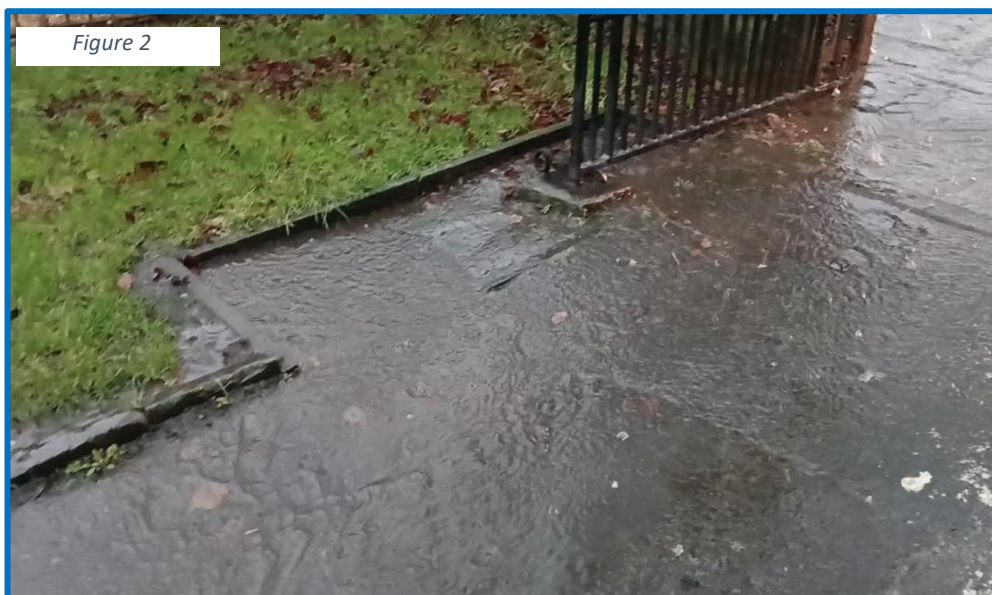
Members are reminded that LCC have offered the Town Council a non-protected lease of the site with a nominal rent, (£1 per year) on the basis that the Town Council look after the site and be prepared to vacate it on six month's-notice after the initial lease period had expired.

LCC have submitted Heads of Terms (HoT) shown in Appendix 1 which they are seeking formal agreement to. These HoT have been passed to the Council's solicitors for consideration. If the Council are minded to agree the HoT, they would be required to transfer £1,100 to the Council's solicitors, this money would sit in a client account until completion. Members should note that the HoT places all liability and responsibility on to the tenant (the Town Council).

LCC have also stated that assuming they don't need possession of the site on 31 August 2027, they will allow the lease to run on unless terminated by either party on giving the other party a minimum of six months' notice in writing.

**5. Members are recommended:**

- a. Note the report, and especially the matter regarding responsibility for any accident caused by water running along the public footpath.
- b. Consider the Heads of Terms (Appendix 1) and decide if they agree them and therefore wish to undertake the Community Garden Project.



# Appendix 1

## HEADS OF TERMS FOR A NEW LEASE

Date: 23/10/2024

Our Ref: IH

**WITHOUT PREJUDICE  
SUBJECT TO CONTRACT**

PROPERTY:	The area as shown edged red on the plan below at Kestor Lane Recreation Ground, Longridge, PR3 3JF comprising 824 square metres or thereabouts.
LANDLORD:	Lancashire County Council
LANDLORD'S SOLICITOR:	TBC
TENANT:	Longridge Town Council, Council Offices, The Station Building, Berry Lane, Longridge, Preston, PR3 3JP
TENANT'S SOLICITOR:	Hilary Slaven, Thomas V Shaw and Company Limited, First Floor, 11 Preston New Road, Blackburn, Lancashire, BB2 1AR  Email: hilary@thomasvshaw.co.uk
TERM:	The lease shall be for a term certain from completion until 31 <sup>st</sup> August 2027. The lease can extend thereafter until terminated, subject to six months' written notice served by either party.  If the Landlord seeks possession of the property on 31 <sup>st</sup> August 2027 it will serve six month's written notice on or before 28 <sup>th</sup> February 2027.
SECURITY OF TENURE:	The Lease will be contracted out from the security of tenure provisions of Section 24-28 of the Landlord and Tenant Act 1954.
USE:	The Property shall be used for the purpose of a Community Garden.
RENT:	The rent shall be £1 per annum (if demanded) exclusive of VAT. The rent will be payable yearly in advance on the 1 <sup>st</sup> November each year
RENT REVIEW:	Not Applicable
VAT:	VAT will be payable on any fees and charges, where applicable, at the standard rate (currently 20%).
REPAIRS:	The Tenant shall be responsible for fencing off the boundaries of the site between the points marked A-B-C-D and for thereafter for maintaining the boundaries and the site itself in good and tenable repair.
ALIENATION:	Subletting and Assignment of the lease shall not be permitted. However, the Tenant may allow members of the public to share the site provided that no Landlord and Tenant relationship is created and that the Tenant can give vacant possession at the

	point that the lease is terminated.
SERVICE CHARGE:	Not applicable
UTILITIES:	Any services that the Tenant may decide to connect into on the Property shall be utilized at the Tenant's own expense. On quitting the lease the tenant shall remove all items that may be connected to the existing services infrastructure and shall disconnect and cap off any services.
TENANT'S OUTGOINGS:	The Tenant will be responsible for all costs and expenses associated with the Property including but not limited to Business Rates and Highway Drainage Charges.
INSURANCE:	The Tenant shall insure any contents that may be stored at the Property and shall also obtain Public Liability Insurance to a minimum cover but not limited to £10,000,000 for any one claim.
OTHER LEASE TERMS:	<ol style="list-style-type: none"> <li>1. The Tenant shall ensure that adequate measures are in place to supervise and control the actions of any member of the public who may be allowed on to the property.</li> <li>2. The Tenant shall prepare a Risk Assessment Method Statement regarding the activities it intends to allow on site and shall issue the Landord with a copy.</li> <li>3. Access to the site shall be on foot only from the recreation ground between Barclay Road and Kestor Lane. No items shall be stored outside the leased area unless the consent of adjoining landowners has been obtained beforehand.</li> <li>4. No permanent buildings shall be erected on the Property.</li> <li>5. No glass greenhouses will be permitted but polytunnels and greenhouses constructed of polycarbonate are permitted.</li> <li>6. No fires are permitted.</li> <li>7. Any hazardous materials such as weedkiller shall be stored and controlled in accordance with COSHH regulations</li> <li>8. Any drainage channels shall be monitored so as not to cause any surface water run-off on to adjoining land.</li> <li>9. The Tenant shall keep the Property in a reasonable state of cultivation free of invasive weeds.</li> <li>10. The Tenant shall keep the site clean and tidy and in a presentable condition.</li> <li>11. The Tenant shall indemnify the Landlord against any actions arising from its use and occupation of the Property.</li> <li>12. The Tenant shall not cause any nuisance to the Landlord or occupiers of adjoining land.</li> <li>13. The Tenant shall obtain any statutory consents required in connection with its use and occupation of the Property and shall thereafter comply with any permissions that it may require.</li> <li>14. On the Lease coming to an end the Tenant shall promptly and peaceably vacate the Property and shall remove all items and reinstate the Property to the Landlord's satisfaction. Any raised beds, pathways etc. will be removed and any terracing will be suitably re-graded. The Landlord's decision shall be final regarding the reinstatement of the land.</li> <li>15. The Landlord give no warranty to the Tenant with regards to the suitability of the site for gardening purposes not its suitability with regards to any contaminants that may be on site. The Tenant must satisfy itself regarding the suitability of the site – particularly with regard to food growing.</li> <li>16. For the avoidance of doubt, the proposed use is for the purpose of a communal garden. The landlord has no intention to allow the site to be used as an allotment that may be considered to protected under allotment law.</li> </ol>
PROFESSIONAL COSTS:	The Tenant shall pay the Landlord's legal and surveyor's fees in connection with the negotiation and completion of the lease.

The Landlord's legal fees shall be £750 provided that the matter does not become unduly protracted or delayed.

The Landlord's surveyors fees shall be £350 provided the standard "bare lease" agreement presented by the Council's solicitors is agreed. In the event that the matter becomes unduly protracted due to changes to what is offered, any additional surveyor's time will be chargeable at a rate of £35 per hour.

# Lancashire Map



Author:

Date Created: 18/09/2024



Map Scale: 1:750  
Map Centre: 360358E 437300N

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# Agenda Item 8

## For Information



<b>Meeting:</b>	<b>Full Council</b>
Meeting Date:	5 March 2025
Title:	Deputy Mayor - Nominations
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

For the Chair to seek written nominations for the office of Deputy Mayor for the municipal year 2025/26.

### 2. Introduction.

Members will recall that at the Full Council meeting held on 12 February 2025 they approved the Policy and Methodology for the appointment of the office of Mayor and Deputy Mayor (Appendix 1).

### 3. Nomination Process as set out in the Policy.

- a. At the meeting of Full Council held in March the Chair will call for written nominations for the office of Deputy Mayor beginning the next municipal year, progressing through to the position of Mayor the following year.
- b. The Chair shall check that the current Deputy Mayor wishes to progress through to Mayor beginning the next municipal year.
- c. Nominations will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee.
- d. The Town Clerk will make a standard nomination form available (Appendix 2), although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- e. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations (12 March 2025).
- f. A Special Meeting of the Town Council will be held within 28 days of the issue of the call for nominations where the only item of business is to select the Deputy Mayor-Elect.
- g. At least 48 hours prior to the Special Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

### 4. Members are recommended:

To request the Chair to seek written nominations for the office of Deputy Mayor for the municipal year 2025/26.



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# For Information

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## Policy and Methodology for the Appointment to the Office of Mayor and Deputy Mayor - 2025

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Adopted: 12 February 2025  
Chair: Cllr. J. Rogerson  
Minute Ref.: 250212/8

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The policy is administered by the Town Clerk and will be reviewed in February 2027.

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Longridge Town Council  
Council Offices  
The Station Building  
Berry Lane  
Longridge  
PR3 3JP



 [clerk@longridge-tc.gov.uk](mailto:clerk@longridge-tc.gov.uk)  
 01772 782461  
 07495 473 845  
 [www.longridge-tc.gov.uk](http://www.longridge-tc.gov.uk)

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### Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

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## 1. EXECUTIVE SUMMARY:

This report outlines the process, requirements, and recommendations for appointing a Mayor (Chair) and Deputy Mayor (Vice-Chair) for Longridge Town Council in accordance with the Local Government Act 1972 and the Council's Standing Orders.

***Advisory note:** Longridge Town Council's custom is for the Deputy Mayor to succeed the mayor as this provides continuity in leadership. However, this progression is subject to the council's internal customs and is not a statutory requirement.*

## 2. LEGAL FRAMEWORK:

Under Section 15(6) of the Local Government Act 1972, Longridge Town Council has the authority to appoint a Deputy Mayor from among its elected members. The appointment must be made at the Annual Meeting of the Council (in May each year) or as soon as practicable thereafter. The Deputy Mayor/Vice-Chair shall, unless they resign or become disqualified, hold office until immediately after the election of a chair at the next annual meeting of the council.

## 3. ROLE AND RESPONSIBILITIES:

The Deputy Mayor of Longridge will be expected to:

- Stand in for the mayor at civic and ceremonial functions when required.
- Chair Full Council meetings in the mayor's absence.
- Support the Mayor in promoting Longridge and representing the Council.
- Maintain political neutrality in carrying out civic duties.
- Attend training as required to fulfil the role effectively.
- Participate in local community events and initiatives specific to Longridge.
- Support the Mayor in fostering relationships with neighbouring parishes, Ribble Valley Borough Council and Lancashire County Council.

## 4. SELECTION CRITERIA:

The following criteria should be considered when nominating a Deputy Mayor.

The nominee should:

- Be a current serving councillor with a minimum of one year experience on Longridge Town Council.
- Have demonstrated a commitment to Council duties and have a good attendance record.
- Be available to attend civic functions and Council meetings.
- Have an understanding of Council procedures and local government protocols.
- Have public speaking and interpersonal skills.
- Maintain impartiality in conducting Council business.
- Have knowledge of Longridge's community, history, and ongoing developments.



## 5. NOMINATION PROCESS (SUMMARY):

*Advisory note: Members may consider giving preference to councillors who have never previously held the post, but this is not a statutory requirement.*

- Councillors may self-nominate or be nominated by fellow councillors.
- Nominations must be submitted in writing to the Town Clerk.
- Each nomination requires a proposer and seconder from within Longridge Town Council.
- Candidates must confirm their willingness to serve.
- If multiple nominations are received, selection will be by majority vote of the Council,

## 6. NOMINATIONS IN NON- ELECTION YEAR:

- a. At the meeting of Full Council held in March the Chair will call for written nominations for the office of Deputy Mayor beginning the next municipal year, progressing through to the position of Mayor the following year. The Chair shall also check that the current Deputy Mayor wishes to progress through to Mayor beginning the next municipal year.
- b. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- c. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.
- d. A special meeting of the Town Council will be held within 28 days of the issue of the call for nominations where the only item of business is to select the Deputy Mayor-Elect.
- e. At least 48 hours prior to the Special Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

### 6.1 SELECTION:

At the Special Meeting of the Full Council and prior to a vote for the election of Deputy Mayor elect:

- a. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- b. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- c. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

- d. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 6b above.
- e. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- f. Where there are more than two candidates, the successful candidate must achieve a clear majority\* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- g. The candidate achieving the clear majority will be nominated as Deputy Mayor at the Annual Meeting of the Council held in May.
- h. A tie in votes may be settled by the casting vote of the Chair of the meeting.

**Advisory note:** *All councillors present are permitted to vote for the election of Deputy Mayor, including the chair of the meeting and those standing for office.*

**Definition of Majority:** The definition of a majority vote is more than half of the votes cast. Abstentions are excluded in calculating a majority vote.

## 7. NOMINATIONS IN AN ELECTION YEAR:

- a. In an election year the Annual Meeting must be held within 14 days of the election.
- b. As soon as possible, and in any case by the end of the fourth day after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days.
- c. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- d. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.
- e. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors. The Annual Meeting of the Town Council will be held no later than fourteen days after the election where the first item of business will be the election of the mayor by a recorded vote (show of hands).

## 7.1 SELECTION:

Prior to the vote for election of Mayor.

- a. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- b. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- c. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- d. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 7c above but still allowing for the Annual Meeting of the Town Council to be held within 14 days of the election.
- e. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- f. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.
- g. A tie in votes will be settled by the casting vote of the Chair of the meeting.
- h. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

### **Advisory notes:**

A. *If the retiring Chair is present then they must take the Chair at the start of the Annual Meeting of the Town Council.*

*If they have been elected as a councillor for the 'new' Town Council, then in the election of the new Chair:*

- *They have an original vote but are not under a duty to cast it.*
- *If there is an equality of votes the Chair has a casting vote which they must use to break the deadlock; and*
- *There is no legal requirement that a Chair should use either their original or casting vote in any particular way. There is no legal prohibition against a Chair using either their original or casting vote in their own favour.*

*If the retiring councillor has not been elected as a councillor for the 'new' Town Council then they must preside the meeting until the election of the new Mayor/Chair is completed, and their successor appointed. The retiring Chair's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new Chair but*

- They do not have an original vote; and*
- If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.*

*B. If the retiring Chair is not present the retiring Deputy Mayor will take the chair for the elections of the Chair. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the Chair.*

*C. All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chair of the meeting and those standing for office.*

*It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.*

## **7.2 NOMINATION OF DEPUTY MAYOR:**

- a. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of the Council.
- b. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the mayor.
- c. All nominations must be received in accordance with this policy.

## **8. NOMINATION OF A MAYOR DURING THE MUNICIPAL YEAR:**

- a. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with Section 7 of this policy, excepting that the timetable shall run from the date of the vacancy rather than of the election.
- b. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the mayor which will take place as the first item of business at the next meeting of Longridge Town Council.

## **9. NOMINATION OF DEPUTY MAYOR DURING THE MUNICIPAL YEAR:**

Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance Section 7 of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.



## NOMINATION FORM - FOR DEPUTY MAYOR

**For the Municipal Year: 2025/2026**

### Nominee Details:

Name:	
Address:	
Phone:	
Email:	
Current position on Town Council	
Length of service as a Town Councillor	

### Proposer Details: (Must be a current Longridge Town Councillor)

Name:	
Signature:	
Date:	

### Seconder Details: (Must be a current Longridge Town Councillor )

Name:	
Signature:	
Date:	

### NOMINEE'S DECLARATION

I, \_\_\_\_\_ hereby declare that I accept this nomination for the position of Deputy Mayor of Longridge Town Council.

I confirm that I am eligible to stand for this position and am willing to undertake all duties and responsibilities associated with the role if elected.

Signature of Nominee:

Date:

- 
1. This nomination form must be submitted to the Town Clerk no later than 12 March 2025 at 15:15.
  2. The election for Deputy Mayor will take place at the Annual Meeting of Longridge Town Council on May 14 2025.
  3. Nominees must be currently serving councillors of Longridge Town Council.
  4. For any queries regarding this nomination process, please contact the Town Clerk.

**Longridge Town Council is committed to equal opportunities and welcomes nominations from all eligible councillors regardless of age, gender, ethnicity, disability, religion or belief, sexual orientation, or any other protected characteristic.**

## QUALIFICATIONS AND EXPERIENCE

(To be completed by the nominee)

Please provide a brief summary of your relevant experience and qualifications that make you suitable for the role of Deputy Mayor:

## STATEMENT OF INTENT

(To be completed by the nominee)

Please outline your vision and priorities should you be elected as Deputy Mayor:

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OFFICIAL USE ONLY

Date Nomination Received:	
Received by (Name & Position):	
Nomination Valid: YES / NO	
If no, reason:	
Signature:	
Date:	

# Agenda Item 9

## For Information/Discussion



Longridge  
Town Council

<b>Meeting:</b>	<b>Full Council</b>
Meeting Date:	05 March 2025
Title:	Planning Matters - Relating to Longridge
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

To inform members of planning matters since the last meeting.

Members are reminded that the weekly lists of applications registered and decided are available to view on the RVBC website: [https://www.ribblevalley.gov.uk/weekly\\_lists](https://www.ribblevalley.gov.uk/weekly_lists)

**Note.** The following types of applications are not for consultation and are therefore excluded from the lists below: Agricultural Determinations, Discharge of Conditions, Certificates of Lawfulness, Observations to another authority and Screening Options.

### 2. Applications Registered by RVBC since the last Full Council Meeting.

<b>Application:</b>	3/2024/1040 – 17 January 2025 Applications for full consent
<b>Proposal:</b>	Proposed demolition of existing conservatory and replacement with single-storey extension to rear
<b>Location:</b>	Alston Lane Farm, Alston Lane, Longridge PR3 3BN

<b>Application:</b>	3/2024/1039 – 31 January 2025 Variation of Condition
<b>Proposal:</b>	Variation of condition 2 on planning permission 3/2020/0498 for proposed construction of three holiday cottages with associated parking and amenity areas
<b>Location:</b>	Land at the north of the Chapel Hill site Longridge

<b>Application:</b>	3/2025/0044 – 31 January 2025 Variation of Condition
<b>Proposal:</b>	Variation of condition 2 (amendment of approved plans) on planning permission 3/2024/0243 for proposed single-storey extension to front and side and new front porch.
<b>Location:</b>	Variation of condition 2 (amendment of approved plans) on planning permission 3/2024/0243 for proposed single-storey extension to front and side and new front porch.

<b>Application:</b>	3/2024/1020 – 7 February 2025 Application for Full Consent
<b>Proposal:</b>	Proposed enlargement of Car Park B to create 15 additional designated parking bays; Remove planting bed adjacent to existing disabled parking bay to provide two side-by-side disabled parking bays; Provision of three new cycle shelters, providing space for 18 bicycles along the main school entrance walkway.
<b>Location:</b>	St Cecilians RC High School Chapel Hill Longridge PR3 2XA

<b>Application:</b>	3/2025/0039 – 14 February 2025 Application for Full Consent
<b>Proposal:</b>	Proposed demolition of existing dwelling and erection of new two-storey detached dwelling with rooms in the roof space. Installation of Air Source Heat Pump and Solar Panels.
<b>Location:</b>	Dilworth Cottage Ward Green Lane Longridge PR3 2ZL

<b>Application:</b>	3/2025/0050 – 14 February 2025 Application of Full Consent
<b>Proposal:</b>	Proposed reconstruction of two-storey, three-bedroom house
<b>Location:</b>	27 Wheatley Drive Longridge PR3 3TT

<b>Application:</b>	3/2025/0069 – 14 February 2025 Application for Full Consent
<b>Proposal:</b>	Proposed construction of single-storey extension to side and rear and replacement sewage treatment package
<b>Location:</b>	1 Cockleach Cottages Chipping Road Longridge PR3 2NB



Application:	3/2024/0477 – 21 February 2025 Variation of Condition
Proposal:	Variation of condition 8 (drainage) of permission 3/2017/0232 to regularise discharge rates with those subsequently approved pursuant to permission 3/2021/1134
Location:	Land East of Chipping Lane Longridge

Application:	3/2024/1029 – 21 February 2025 Application for Full Consent
Proposal:	Proposed construction of two agricultural workers dwellings with access and parking.
Location:	Bolton Fold Farm Alston Lane Longridge PR3 3BN

### 3. Applications decided by RVBC since the last Full Council Meeting.

Application:	3/2021/0275 – 10 January 2025 Application for Full Consent
Proposal:	Proposed erection of 8 new dwellings and associated works.
Location:	Land Behind <a href="#">The Dog Inn</a> Market Place Longridge PR3 3RR
Decision	Approved with conditions

Application:	3/2024/0907 – 10 January 2025 Application for Full Consent
Proposal:	Proposed timber framed roof and building up of existing walls to cover existing yard adjacent to existing workshop to house tractor and small trailer. Installation of solar panels to roof
Location:	Baines Farm Pinfold Lane Longridge PR3 3BH
Decision	Approved with conditions

Application:	3/2024/0622 – 17 January 2025 Application for full consent
Proposal:	Planning permission for proposed conversion of barn 1 to two-storey, five-bedroom dwelling; demolition of outbuilding 1 and construction of new double garage; construction of new roof and conversion of outbuilding 2 to form single-storey incidental domestic hobby space; alterations to existing vehicular access, creation of domestic curtilage and landscaping; new sewage treatment plant and diversion
Location:	Writtenstone Farm Writtenstone Lane Longridge PR3 2ZN
Decision	Approved with conditions

Application:	3/2024/0623 – 17 January 2025 Alter or extend a Listed Building
Proposal:	Listed Building Consent for proposed conversion of barn 1 to two-storey, five-bedroom dwelling; demolition of outbuilding 1 and construction of new double garage; construction of new roof and conversion of outbuilding 2 to form single-storey incidental domestic hobby space; alterations to existing vehicular access, creation of domestic curtilage and landscaping; new sewage treatment
Location:	Writtenstone Farm Writtenstone Lane Longridge PR3 2ZN
Decision	Approved with conditions

Application:	3/2024/0976 – 21 February 2025 Application in Principle
Proposal:	Permission in Principle for the erection of one self-build dwelling.
Location:	The Stables Chaigley Road Longridge PR3 3TQ
Decision	Approved with conditions

**4. Members are recommended to:**

- a. Note the report.
- b. Set out any actions relating to the planning matters set out in the report.



<b>Meeting:</b>	<b>Full Council</b>
Meeting Date:	05 March 2025
Title:	Update on Actions from Recent Meetings.
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

To update members on actions from recent meetings.

### 2. Update on Actions from the 12/02/2025 Council Meeting

Minute 250212/	Action	Who	Update
7a	Make minor changes to the revised Grants Policy that address how the Council deals with requests for funds in appreciation of activities carried out on behalf of the Town Council.	Clerk	Noted
7b	Revise the Grant Application Form to accommodate applications for 'small' grants.	Clerk	Noted
7c	Submit the amended Grants Policy and application form to the next Budget Committee for their consideration.	Clerk	Noted
8	Produce a Mayoral Handbook	Clerk	Noted
9	Submit a revised licence agreement to the next meeting of the Estates Committee.	Clerk	Ongoing
11	Setup a working group tasked with looking at VE Day activities.	Clerk	Complete
15	Add an agenda item on 'Local Government Devolution' for future Council meetings.	Clerk	Complete (This Meeting)
18	Broaden the scope of the Environment Officer job specification and submit to the Staffing Committee for approval.	Clerk	Noted

### 3. Update on Actions from 11/12/2024 Council Meeting.

Minute 241211/	Action	Who	Update
7a	Contact the Little Green Bus Company and ask them to complete the Council's Grant Application Form, explain their level of reserves and provide the benefits the residents of Longridge receive.	Clerk	Complete
7b	Re-draft the Council's current Grants Policy with particular reference to sponsorship and annual patron fees.	Clerk and Cllr. Spencer	Complete
8	Seek clarity on the Micro Woodland at John Smiths Recreation Ground.	Cllr. Jameson	Complete
9a	Work with LEG on improving the Longridge Town Centre for people and nature.	All members and Clerk	Ongoing
9b	Submit a report to the next meeting of the Estates Committee on the charging policy for users of the Council's Conference Room.	Clerk	Noted
10b	Prepare a report to a meeting of the Estate Committee regarding the adoption of other phone boxes in Longridge, if and when they become available for adoption.	Cllr Jackson and the Clerk	Ongoing
10c	Prepare a report to the Budget Committee seeking approval of expenditure for the purchase and installation of a defibrillator for the adopted 'Kestor Lane' phone box.	Clerk	Noted
12.b	Inform RVBC of the Council's planning considerations.	Clerk	Complete
15a	Submit a 'lessons learnt' report on all things related to Christmas festivities to a future meeting of the Estates Committee.	Clerk	Ongoing
15b	Submit a report to a future meeting of the Estates Committee on the relationship between the Town Council and the Civic Hall.	Clerk	Noted
17	Arrange a convenient time when the applicant can be interviewed by current councillors	Clerk	No longer required

#### 4. Update on Actions from 13/11/2024 Council Meeting.

Minute 241113/	Action	Who	Update
8a	Investigate re-sitting the defibrillator cabinet on the Café wall near the Bleed cabinet.	Clerk	Complete
8b	Set up a Working Group, including Cllrs. Smith and Jackson to investigate the establishment of a 'Longridge Lifesavers' group.	Clerk	Complete
8c	Look into the adoption of decommissioned phone boxes and report back to the Full Council	Cllr. Jackson	Complete
9	Contact RVBC stating that the Town Council's is interested in the creation of a taxi stand(s) in Longridge near Co-op supermarket on Berry Lane.	Clerk	Complete
12	Contact RVBC's Director of Economic Development and Planning, noting that the Town Council would be able to engage with contractors who may be able to provide design quotes.	Clerk	Complete and no response
14	Contact the previous clerk on an employment matter regarding training.	Clerk	Complete and no response.

#### 5. Update on Actions from 09/10/2024 Council Meeting.

Minute 241009/	Action	Who	Update
7b	Agree to remove action 10c from the 14/08/24 Council meeting.	Clerk	Complete
7c	Agree to change action 11.b from the meeting on 17/07/24 to Noted.	Clerk	Complete
9.1a	Contact LCC and ask them to consider: Extending the lease period of the plot to 5 years	Clerk	Complete
9.1b	Contact LCC and ask them to consider: Visiting the site and investigate the longstanding drainage issue.	Clerk	Complete
9.1c	Contact LCC and ask them to consider: Granting permission to allow representatives of the Town Council to enter the site.	Clerk	Complete
9.2b	Arrange the purchase and installation of brackets on columns that had passed the LCC column test.	Cllr. Walker and Clerk	Complete
9.2c	Identify columns for phase 1 lighting	Cllr. Rainford and Rogerson	Complete
9.2d	Notify LCC of the locations from c. above and instruct them to fit the necessary electric sockets.	Clerk	Complete

9.2e	Provide a policy on the use of banners and festive lights on columns where the council had installed brackets and electric sockets.	Clerk	Noted
9.3	Discuss Townley Gardens with RVBC and Borough Councillors and report back to the Town Council.	Cllr. Jameson	No longer required
9.5	Inform the Café of the outcome of the recent rent review.	Clerk	Complete
9.6	Heritage Centre – License Review. Provide a full report to the next meeting of the Estates Committee.	Clerk	Complete
11	Report on the use of accounting software to the next Budget Committee.	Clerk	Complete
12	Submit the LSEC grant application to the next meeting of the Budget Committee	Clerk	Complete
14	Report back to the Full Council on the Part 2 employment issue.	Clerk	Complete

## 6. Update on Actions from 11/09/2024 Council Meeting.

Minute 240911/	Action	Who	Update
11	Inform RVBC of the Council's planning considerations.	Clerk	Complete
13	Send a donation £100 to NW Ambulance Service	Clerk	Complete
	Draft a letter of thanks to the Community Liaison Paramedic	Clerk	Complete

## 7. Update on Actions from 14/08/2024 Council Meeting.

Minute 240811/	Action	Who	Update
Public	Provide update on Pump Track and Townley Garden projects	Clerk	Complete
10b	Contact Townley Arms regarding the siting of a 'Bleed' and Defib. cabinet on the wall near the noticeboard.	Cllr. Smith	Complete
13b	Inform RVBC of the Council's planning considerations	Clerk	Complete
15a	Set up a Remembrance Sunday Working Group	Clerk	Complete
15c	Prepare a Risk Register for the next FC meeting	Cllr. Smith and Clerk	Complete

## 8. Update on Actions from 17/07/2024 Council Meeting.

Minute 240717/	Action	Who	Update
7	Inform 'Love Loingridge' and the Thursday Group of the Council's decision.	Clerk	Complete
	Get quotes for column testing, banner mounts and installation.	Clerk	Complete
	Complete LCC paperwork for column testing.	Clerk	Complete.
	Contact Whittingham Parish Council regarding making a contribution to the cost of fixing banner mounts to light columns.	Clerk	Noted
8	Investigate the use of a shared calendar	Clerk	Ongoing.
9	Donate Mayoral Allowance to Girl Guides	Cllr. Rogerson	Complete
11a	Contact RVBC regarding notifying the Council on event, licensing/gambling applications and decisions.	Clerk	Complete.
11.b	Contact RVBC regarding inserting the council ward on planning applications and decisions.	Cllr. Jameson	No longer required
11.c	Review comments made by Town Council on planning app. 3/2024/0316 and re-submit to RVBC.	Cllrs. Jameson, Rainford and Walker	Complete
13	Provide quotes for a Bleed Kit to a future Council meeting	Cllr. Jackson/Clerk	Complete
14	Invite the applicant for the councillor vacancy to an interview with Cllrs. Jackson, Walker and Jameson.	Clerk	Complete

## 9. Members are recommended:

To note the report, the ongoing actions and actions not yet completed.



<b>Meeting:</b>	<b>Full Council</b>
Meeting Date:	5 March 2025
Title:	Local Government Devolution
Submitted by:	Clerk and Responsible Financial Officer

### 1. Purpose of the report.

To update members on how the Government's plans for Local Government Devolution could affect Longridge Town Council.

### 2. Introduction.

Members will recall that on 16 December 2024 the Deputy Prime Minister issued a White Paper on devolution in England and on the 5 February 2025 the secretary of State for Local Government and Devolution wrote to the leaders of all the two-tier councils in Lancashire (including RVBC) requesting that they submit draft proposals for reorganising themselves into simpler unitary local government structures of around 500,000 residents. Such proposals are to be submitted by March 21 and full proposals by November 28.

*Please see Appendix 1 relating to possible population groupings.*

Members should note that the role of Town and Parish Councils were mentioned twice in the Government's White Paper (see below):

We know people value the role of governance at the community scale and that can be a concern when local government is reorganised. We will therefore want to see stronger community arrangements when reorganisation happens in the way councils engage at a neighbourhood or area level. We will also rewire the relationship between town and parish councils and principal Local Authorities, strengthening expectations on engagement and community voice.

Local government plays an essential role in convening local partners around neighbourhoods to ensure that community voices are represented and people have influence over their place and their valued community assets. We want to work with the sector to ensure that the existing structures and mechanisms for community partnership enable them to fulfil this role. We will also work with the town and parish council sector to improve engagement between them and local authorities.

*Please note the considerations below were generated using AI (Claude).*

### 3. Key areas of Impact for Longridge Town Council

#### 3.1 Financial Implications

Potential Funding Changes:

- Increased fiscal autonomy with potential for local tax-raising powers
- Shift from centralised funding formulas to more locally determined resource allocation
- Possible access to new devolution deal funding and investment opportunities
- Increased responsibility for financial self-sufficiency and prudent management

Budget Management Challenges:

- Greater responsibility for balancing local priorities with available resources
- Need for enhanced financial planning and forecasting capabilities
- Potential requirement to develop new income streams and commercial activities
- More complex financial reporting and accountability requirements



### **3.2 Service Delivery Transformation**

#### Enhanced Local Control:

- Expanded authority over services previously managed at county or district level
- Opportunities to tailor service delivery to specific local needs
- Potential for innovative approaches to community services
- Greater integration of service planning across different local functions

#### Service Areas Likely to Be Affected:

- Planning and local development control
- Environmental services and maintenance of public spaces
- Community facilities and amenities
- Local transport planning and infrastructure
- Local economic development initiatives
- Community safety and public health contributions

### **3.3 Democratic Representation and Governance**

#### Structural Changes:

- Potential reconfiguration of council size and composition
- Changes to ward boundaries or representation models
- Evolving relationship with higher-tier authorities (e.g., Lancashire Combined Authority)
- New collaborative governance structures with neighbouring authorities

#### Democratic Engagement:

- Enhanced opportunities for community participation in decision-making
- Increased expectations for transparency and accountability
- Greater responsibility for communicating complex policy decisions
- Potential for more participatory budgeting and consultation mechanisms

## **4. Capacity and Capability Requirements**

#### Workforce Implications:

- Need for enhanced skills within the town council administration
- Potential expansion of staff roles and responsibilities
- Increased requirements for professional development and training
- Possible transfer of staff from other authorities as functions shift

#### Technology and Systems:

- Need for improved data management and analysis capabilities
- Enhanced digital service delivery platforms
- Integration of systems with partner organisations
- Investment in technology to support more complex governance

## **5. Immediate Actions (0-6 months)**

#### Capability Assessment:

- Conduct a thorough audit of existing council capabilities and resources
- Identify skills gaps and development needs for councillors and staff
- Assess current technology and systems against future requirements

#### Stakeholder Engagement:

- Establish proactive communication channels with county and district authorities
- Begin community consultation on local priorities under devolution
- Engage with neighbouring town and parish councils to explore collaboration

#### Financial Planning:

- Review current financial strategies and reserves policy
- Develop scenario-based budget forecasts under different devolution models
- Identify potential risks and mitigation strategies

## **6. Medium-Term Strategies (6-18 months)**

### Service Transition Planning:

- Develop detailed implementation plans for taking on new service responsibilities
- Create service level agreements and performance frameworks
- Establish monitoring mechanisms for service quality and outcomes

### Partnership Development:

- Establish formal collaborative arrangements with neighbouring authorities
- Explore shared service opportunities to maximise efficiency
- Develop relationships with community and voluntary sector organizations

### Capacity Building:

- Invest in training and development for staff and councillors
- Consider restructuring of administrative functions to align with new responsibilities
- Develop or acquire necessary technical capabilities and systems

## **7. Long-Term Vision (18+ months)**

### Community Leadership:

- Position the town council as the primary voice for Longridge's interests
- Develop a comprehensive community strategy reflecting local priorities
- Establish mechanisms for ongoing community participation in governance

### Financial Sustainability:

- Diversify income streams beyond traditional precept funding
- Explore community asset development and management
- Implement rolling medium-term financial planning aligned with strategic priorities

### Service Excellence:

- Develop a culture of continuous improvement and innovation
- Establish robust performance management frameworks
- Regular review of service delivery models against community needs

## **8. Conclusion**

Local government devolution presents both significant opportunities and challenges for Longridge Town Council. With thoughtful planning, stakeholder engagement, and strategic capability development, the council can position itself to take advantage of increased local control while managing the associated responsibilities effectively.

The transition will require investment in people, systems, and community relationships, but offers the potential for more responsive, locally-tailored governance that better serves Longridge's specific needs and aspirations. By taking a proactive approach to these changes, Longridge Town Council can emerge as a strengthened, more influential institution in local governance.

Please see Appendix 1 relating to possible population groupings.

## **9. Members are recommended:**

To note the report.

# Appendix 1



## Population Groupings:

### 2020 populations for those districts that share a boundary with RVBC

Ribble Valley = 62,000

Lancaster = 148,000

Wyre = 113,000

Pendle = 92,000

Preston = 144,000

Hyndburn = 81,000

Burnley = 89,300

South Ribble = 111,000



### 2011 Populations by postcode

Postcode	Population					
BB.	1	488,917	121%	488,917	91%	
FY.	2	276,623	69%	FY + LA 605,327	112%	
LA.	3	328,704	81%			
PR.	4	520,556	129%	520,556	97%	
	<b>Total</b>	<b>1,614,800</b>		<b>Total</b>	<b>1,614,800</b>	
	Average	4	403700	Average	3	538267
	Average	3	538267			

