



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 12 February 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 11 December 2024 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. Grants Policy.

Report of the Clerk (enclosed), for members to consider implementing a revised Grants Policy.

8. Mayoral Policy.

Report of the Clerk (enclosed), for members to consider implementing a Mayoral Policy.

9. Longridge Heritage Centre Trust (LHCT) – Licence Review

Report of the Clerk (enclosed) for members to consider comments provided by LHCT and Stephen Ashcroft on a revised Licence Agreement.

10. Grant applications and other requests for funds.

Report of the Clerk (enclosed) for members to reconsider a grant request from the Little Green Bus and a donation from Friends of the Civic Hall.

ITEMS for INFORMATION/DISCUSSION**11. VE Day commemorations.**

Report of the Clerk (enclosed), for members to consider setting up a Working Group to look at possible VE Day activities.

12. Planning Applications.

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

13. Update on Actions from Previous Meetings.

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

14. Councillor Reports.

Reports (if any) enclosed.

15. 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.

16. Future Meetings.

For members to consider the following dates in 2025 for Council Meetings:

- March 12, April 9 and May 14.

PART 2: ITEM for DISCUSSION and DECISION**EXCLUSION of the PRESS and PUBLIC.**

The Council is asked to RESOLVE that:

The public and press be excluded from the meeting for the following 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 Town Councillor.

For members to consider two applications to be for a Town Councillors by co-option.

18. Application for position.

For members to consider an application for a position within the Council.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.



Longridge Town Council

Full Council – *Draft* Minutes

Date:	11 December 2024		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Rainford (Chair), P. Smith, R. Walker, K. Spencer, L. Jameson, N. Stubbs and D. Jackson.		
In attendance:	Town Clerk.		
Meeting started:	19:00	Meeting closed:	20:45

241211/

1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting and informed members of her recent activities including attending Band Concerts at the Civic Hall. The Chair thanked Cllr. Jameson (Deputy Mayor) for standing in at various events including the Longridge High School, Year 11, Presentation Evening and Longridge Does Christmas activities.

The Chair thanked Cllr. Walker for arranging the Town Council's Christmas dinner and noted the excellence of the Youth Band at the Christmas Band Concert.

2. APOLOGIES FOR ABSENCE.

Members accepted apologies from Cllrs. R. Beacham, R. Byrne and Rogerson. The Chair wished Cllrs. Beacham and Rogerson speedy recoveries.

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

Cllr. Rainsford declared interest in Agenda Item 7 - Grant Application.

4. APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 13 NOVEMBER 2024.

The minutes were agreed as a correct record, and noted that Cllr. Stubbs had attended the meeting.

5. PUBLIC PARTICIPATION.

A member of the Longridge Environmental Group (LEG) attended the meeting and outlined the activities of the Group, the skills members have and the work LEG had undertaken in and around Longridge.

It was noted that Agenda Item 9 on the agenda, requested members to consider how the Town Council and the LEG could work together to make the town better for people and nature.

RESOLVED THAT COUNCIL:

Thanked the LEG member for attending the meeting and for updating the Town Council of the group's activities and expertise.

6. FINANCE REPORT.

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

RESOLVED THAT COUNCIL:

- a. Request the Clerk to take a report to the next Budget Committee regarding transferring funds from the NatWest Bank Account No. 1 to a Unity Trust Bank savings account.
- b. Approve the accounts to date.
- c. Approve the Schedule of Payments as set out in the Report and the Table below.

Schedule of Payments to be considered for approval.

#	Ref.	Payee	Description	Gross £	Vat £	Net £	Due Date	Date Paid
1	2510	Lentech	Erection of two christmas trees and lights. Supply of oine set of lights	150.00	30.00	120.00	16/12/24	
2	2508	Lentech	Erection of Christmas trees at business premises	2,640.00	440.00	2,200.00	16/12//24	
3	8319/2	Optimum	Old station Café signage	3,036.60	506.10	2,530.50	26/12/24	
4	5201544219.00	LCC	Application Fee for Christmas lights	90.00	15.00	75.00	Paid	25/11/24
5	168	NW Traffic Management	Road closure Remembrance Sunday	2,946.00	491.00	2,455.00	Paid	21/11/24
6		Friends of Longrodge CH	Refreshments Remembrance Sunday	151.20	-	151.20	Paid	15/11/24
7	1133	Keighley Plumbing	Labour and supply of five radiators	1,389.37	231.56	157.81		17/12/24
8	567	Keighley Plumbing	Toilet syphon kit	34.34	5.72	28.62		17/12/24
9		Clerk	Standbye taxi for Remembrance Sunday	20.00	-	20.00	Paid	15/11/24
Totals:				10,457.51	1,719.38	7,738.13		

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

7. FUNDING APPLICATIONS.

The Clerk submitted a report asking members to consider a funding request from the Little Green Bus Company and the renewal of the Longridge Band - Annual Patron Fee.

7a. Little Green Bus. – Funding Request

Members were informed that the Clerk had received an email (as had all parish and town councils in the Ribble Valley) from the Little Green Bus Company, requesting the Town Council to consider providing financial support to enable them maintain their services.

7b. Longridge Band – Annual Patron Fee.

Note: *Cllr. Rainford left the meeting at this point and returned for Agenda Item 8.*

The Clerk informed members that he had received a letter from the Longridge Band, reminding the Council that the Annual Patron Fee for 2024 was due.

Although the letter did not provide an indication of the fee required; members were reminded that in previous years the Council had paid an annual fee of £500 in 2019-2021 and £600 in 2022 and 2023. Members were also reminded that the Longridge Band do not charge for the services of the bugler (Remembrance services) or for attending the "Carols round the Christmas Tree" on Christmas Eve.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to contact the Little Green Bus Company and ask them to:
 - i. Complete the Town Council's Grant Application Form.
 - ii. Explain their level of reserves (as shown in the balance sheet provided to Companies House).
 - iii. Provide details of the benefits the residents of Longridge receive from the Little Green Bus scheme.
- b. Request Cllr. Spencer and the Clerk, to re-draft the Council's current Grants Policy with particular reference to Sponsorship and Annual Patron Fees.

8. MICRO WOODLAND AT JOHN SMITH'S REGREATION GROUND.

The Clerk submitted a report updating members on a proposal from Lancashire County Council (LCC) to plant a micro wood at the John Smith's Recreation Ground, as part of a Forestry Commission 'Treescape' initiative.

Although members were in the main agreeable to the planting, they expressed their disappointment in the lack of consultation from either LCC or Ribble Valley Borough Council (RVBC) on the matter.

RESOLVED THAT COUNCIL:

Request Cllr. Jameson contact RVBC to seek clarity on the proposal.

9. LONGRIDGE ENVIRONMENTAL GROUP

The Clerk submitted a report requesting members to consider how the Town Council and the Longridge Environment Group (LEG) could work together to make the town better for people and nature.

Note: *In the Public Participation part of the meeting (Agenda Item 5) a representative of the LEG outlined the activities of the Group, the skills members had and the work LEG had undertaken in and around Longridge.*

RESOLVED THAT COUNCIL:

- a. Agree to work with LEG on improving the Longridge Town Centre for people and nature.
- b. Nominate Cllrs. Jackson and Smith to attend any Forum LEG set up on the matter.
- c. Agree to waive any charges for the first meeting of the Forum, if LEG choose to use the Council's Conference Room.
- d. Request the Clerk to submit a report to the next meeting of the Estates Committee on the charging policy for users of the Council's Conference Room.

10. TELEPHONE BOX – KESTOR LANE.

Cllr. Jackson informed members that the Council has now submitted the documents to officially adopt the phone box on Kestor Lane.

RESOLVED THAT COUNCIL:

- a. Thanked Cllr. Jackson for the update and the work undertaken to adopt the phone box.
- b. Request Cllr. Jackson and the Clerk to prepare a report to a meeting of Estate Committee regarding the adoption of other phone boxes in Longridge, if and when they become available for adoption.
- c. Request the Clerk to 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.

Note: *Cllr. Jameson left the meeting at 20:10 and returned at 20:15*

11. BULLYING AND ANTI-SOCIAL BEHAVIOUR

Cllr. Smith submitted a report requesting members to consider what actions the Town Council can take (if any), to prevent anti-social behaviour and bullying.

RESOLVED THAT COUNCIL:

- a. Defer any actions from the report, until the 'Longridge Lifesavers' Working Group had completed their findings and reported back to the Full Council.
- b. Request the Clerk to invite Ribble Valley Borough Councillor, Rachel Ray to a meeting of the 'Longridge Lifesavers'.

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.

Application:	3/2024/0858
Considerations:	RVBC should consider parking issues.

12.1 Pump Track.

The Clerk reminded members that the grants for the Kestor Lane Pump Track are £60,000 from the UKSPF and £40,000 from the LEF (Lancashire Environmental Fund). It was also noted that the contractor is on schedule to complete works by the end of March 2025.

RESOLVED THAT COUNCIL:

- a. Note the report.
- b. Request the Clerk to inform RVBC of the Council's planning considerations.

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.

15. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

RESOLVED THAT COUNCIL:

- a. Request the Clerk to submit a 'lessons learnt' report on all things related to Christmas festivities to a future meeting of the Estates Committee.
- b. Request the Clerk to submit a report to a future meeting of the Estates Committee on the relationship between the Town Council and the Civic Hall.

16. DATES OF FULL COUNCIL MEETINGS.

Members agreed the following meeting date for 2025:

- January 8 (To be confirmed)
- February 12
- March 12
- 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 an update on a person who had put themselves forward as a Town Councillor.

The Clerk noted that he had met the applicant, 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:

Request the Clerk to arrange a convenient time when the applicant can be interviewed by current councillors

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

Agenda Item 6
Report For Decision



Longridge
Town Council

Meeting Date: 12/02/2025

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	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	
Totals:				7,977.40	1,083.89	6,893.51		

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

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

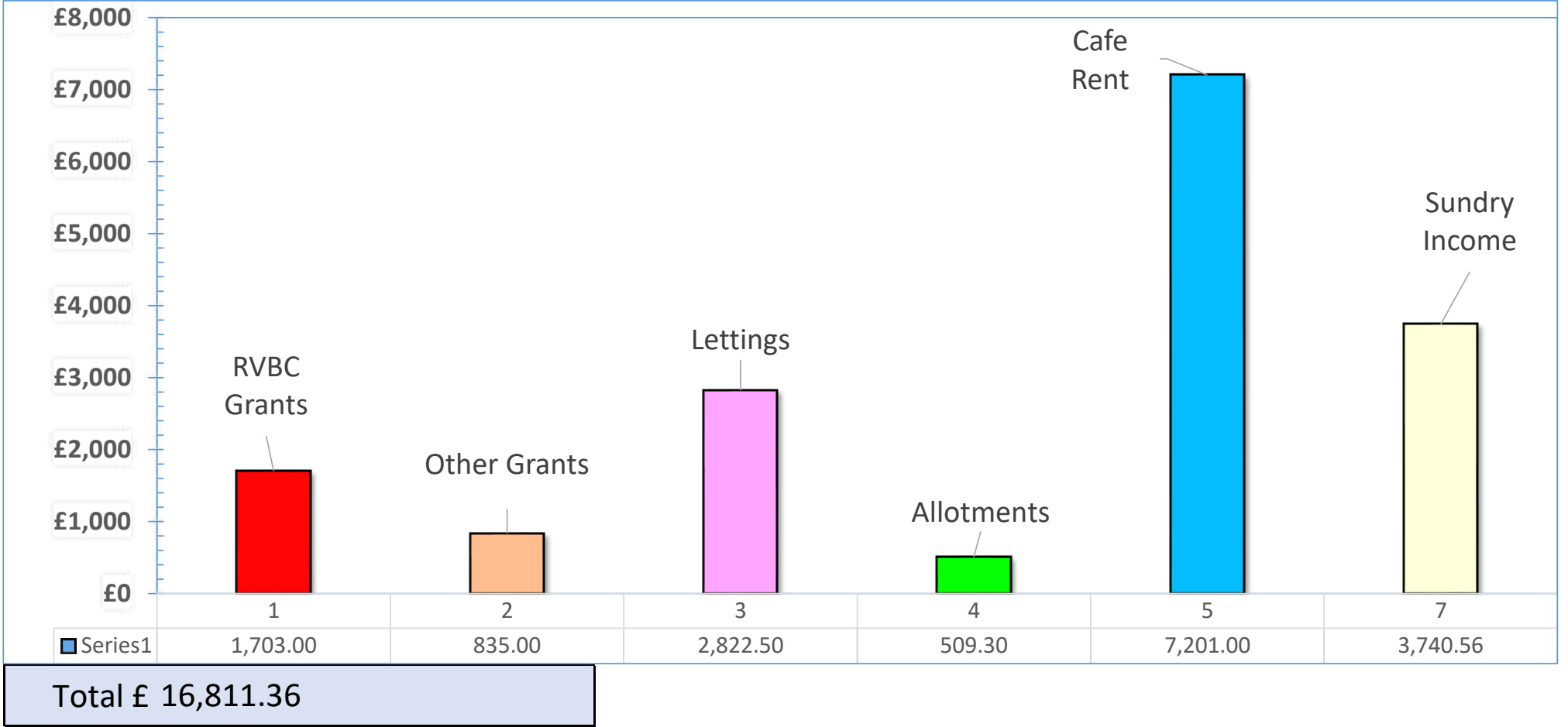
Bank		Income Streams											
Date	Reference	Details	RVBC Precept	VAT Repay	RVBC Grants/Other	Other Grants	Lettings	Allotment	Old Station		Sundry	From Reserves	Totals
									Rent	Utilities			
02/04/24	DD	Old Station							600.00				600.00
03/04/24	DD	Adjustment									1,509.19		1,509.19
03/04/24		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		Gathering Nov-Dec 2024							180.00				180.00
05/02/25		Gatherings Jan 2025							100.00				100.00
Total as at 05/02/2025:			94,077.00	20,161.85	1,703.00	835.00	2,822.50	509.30	7,201.00	7,832.12	3,740.56	20,000.00	158,882.33

Revenue Streams



Unity Trust Bank - Balance

£

Balance carried forward 1 April 2024:	114.15	
Monthly Balance		Diff.
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
Balance at 05/02/25:	29,488.92	626.48

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
Balances:	
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

£

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

Agenda Item 7

For Discussion/Decision

Meeting:	Full Council
Meeting Date:	12 February 2025
Title:	Revised Grants Policy
Submitted by:	Clerk and Responsible Financial Officer.

1. Purpose of the report.

For members to consider adopting a revised Grant's Policy as set out in Appendix 1 to the Report.

2. Background.

Members are reminded 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.

3. Introduction.

Members will recall that at their meeting in December 2024, they requested Cllr. Spencer and the Clerk, to re-draft the Council's current Grants Policy with particular reference to Sponsorship and Annual Patron Fees. This revised Policy is attached as Appendix 1 to the Report.

Appendix 2 to the Report, shows the payments made by the Town Council to community groups and other local organisations between 01/04/2022 and 14/01/2025.

4. Members are recommended to:

Consider adopting the Grant Policy as set out in Appendix 1 to the Report.



For Information

Grant Awarding Policy - 2025

Adopted: 12 February 2025

Chair: Cllr. S. Rainford

Minute Ref.: 250212/8

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

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



 clerk@longridge-tc.gov.uk
 01772 782461
 07495 473 845
 www.longridge-tc.gov.uk

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.

This Policy is designed to ensure openness, transparency and fairness to all groups and organisations that wish to apply for a grant.

1. WHO CAN APPLY FOR A GRANT, SPONSORSHIP OR PATRON FEE:

Grant applications will be considered from charitable or non-profit making organisations that work for the benefit of the local community within Longridge.

2. CONDITIONS FOR AWARDING A GRANT:

- a. An organisation can make one application for a grant in any one financial year (April to March). In exceptional circumstances the Council may consider additional grant requests.
- b. Applications will be considered for individual projects or activities only.
- c. The organisation must have clearly stated aims and objectives.
- d. The organisation must provide a written constitution that has been formally adopted by the membership, or in the event of a less formal organisation a similar document.
- e. The organisation must demonstrate that the grant would provide an activity or service that is clearly needed by the local community or by a particular group of people who either reside, work or visit Longridge.
- f. Organisations that receive a grant are required to acknowledge the contribution from the Council on publicity, printed material, social media and websites.

Longridge Town Council reserves the right to:

- a. Request evidence that a grant has been spent as specified on the Application Form.
- b. Request a written report within 12 months of a grant being made stating how the money had been spent.
- c. Reclaim the grant in the event of it not being used for the purpose specified on the Application Form.
- d. Reclaim the grant if it is not used in a timeframe specified on the Application Form or subsequently agreed with the Town Council.
- e. Request feedback and receipts to demonstrate how the grant had been spent and to inspect the outcome of the expenditure.
- f. Request organisations that apply for, or receive a grant, to engage with the Council or its representatives and answer questions regarding the grant.
- g. Request copies of the organisation's audited accounts, or in the case of a charity, their annual return.
- h. Purchase items for the applicant and donate them to the applicant so the Council can reclaim any VAT.

3. WHO CANNOT APPLY FOR A GRANT:

The Town Council will not consider grant applications from:

- a. Individuals.
- b. Commercial enterprises set up to generate profit.
- c. Health, education or welfare organisations whose services should be provided by statutory funding.
- d. Organisations intending to support or oppose any particular political party.
- e. Organisations that breach legislation relating to discrimination on grounds of protected characteristic as set out in the Equality Act 2010.
- f. Private organisations that operate as a business to make profit or surplus.
- g. National organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

4. OTHER CONSIDERATIONS:

- a. Grants will not be awarded on a retrospective basis and only awarded for funding future projects and initiatives.
- b. Grant applicants can choose to address the Council meeting(s) at which their grant is being considered.
- c. Applications from education, health or social service establishments will be considered only where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider Longridge community.
- d. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Town Council has been obtained.
- e. Any unspent portion of the grant must be returned to the Town Council by the end of the financial year following the year in which it was awarded.
- f. Applications from religious groups will be considered.
- g. The Council will also consider giving grants under Section 137 to religious groups, churches and other organisations, where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs, so long as a benefit is demonstrated to some part of the community. Compliance with this requirement must be demonstrated throughout the project.

5. SECTION 137:

Section 137 of the Local Government Act 1972 gives town councils the ability to spend a limited amount of money on projects they believe will benefit some or all of their residents. The amount of money that can be spent under Section 137 is capped and is usually set annually in line with inflation. The 2025/26 limit is £11.10 per electorate. Under Section 137, expenses that may be incurred by a town council include, but are not limited to:

Donations to Charities: A council might decide to make a donation to a local charity that provides services benefiting the local community.

Grants for Local Clubs: Supporting local youth clubs, senior citizen clubs, or other community groups that offer beneficial services or activities to residents.

Awards and Prizes: For local competitions, perhaps to encourage community spirit, art, or environmental awareness.

When Section 137 is used as the spending power the Town Council is required by law to have sight of a report as to how the grant had been spent. In addition, where assistance worth £2,000 or more is given to a voluntary body, the body must give a written report to a Council within 12 months stating how the money had been used.

6. PROVIDING ANNUAL SPONSORSHIP AND PATRON FEES:

The Town Council **will not** provide an ongoing commitment to the award of grants, sponsorship or patron fees to any group or organisation.

A new application will be required each year, and will be considered on its merits and must meet the requirements of the Council's Grant Awarding Policy (this Policy).

7. FUNDING CATEGORIES:

The Town Council will provide funds to the following types of projects and initiatives.

Category	Description	Up to
Community activities.	Workshops and exhibitions.	£500
	Festivals, cultural and seasonal events.	£5,000
Facilities and assets.	New equipment, repairs and facility upgrades.	£5,500
Social inclusion.	Initiatives for the young, old, disabled, low-income families and the vulnerable.	£3,000
Local environment	Clean ups, improve/ introduce community gardens, conservation and restoration.	£6,000
Well-being and safety	Defibrillators, CCTV, and support for local initiatives.	£3,000
Heritage and the arts	Support local heritage groups and initiatives.	£3,500

8. FUNDING PRIORITIES:

The Town Council will give priority to projects and initiatives that:

- Improve community facilities and activities.
- Promote social inclusion, health or environmental sustainability.
- Support vulnerable groups for example the elderly, disabled and low-income families.
- Enhance cultural heritage, arts and local employment.
- Align with the Council's Mission Statement.

To enhance the quality of life for residents and visitors. Work to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

9. APPLICATION PROCESS:

Key steps:

Pre-Application: Review the Council's policy and contact the Clerk for guidance.

Submission: Complete the Council's Grant Application Form.

Required Documents:

- Any organisation requesting a grant, sponsorship or patron fee will normally be expected to have clearly written aims and objectives, a written constitution and membership rules, copies of which should be submitted as part of the application.
- Supporting information on how the grant, sponsorship or patron fee, will benefit the community of Longridge.
- Where appropriate include, estimates or quotes for work and equipment.
- A copy of the organisation's audited accounts, or in the case of a charity, their annual return, or in the case of a newly formed organisation, a detailed budget and business plan.
- A copy of the organisations latest bank statement, it will be into this account that any grant will be paid and not an individual account.
- Evidence of additional secured funding or applications for additional funding should be included with an application

10. ASSESSEMENT AND APPROVALS.

***Note:** No single grant will exceed 50% of the Council's Grant Budget for the year in question.*

Stage 1. The Town Clerk will verify eligibility and completeness.

Stage 2.

Each application will be assessed on its own merit and will be considered along with other applications at a Budget Committee meeting. The Budget Committee will take into consideration:

- How the application aligns with the Council's funding priorities.
- The financial necessity for the grant.
- Community impact.
- Value for money and feasibility.
- Sustainability.

The Council will also take into consideration the Council's Budget at the time of the application and the amount and frequency of previous awards to the same applicant or project.

Stage 3:

If the application exceeds £1,000, it will be assessed at a subsequent Full Council meeting which will be open to the public and will acknowledge the recommendations from the Budget Committee.

11. IF A GRANT, SPONSORSHIP OR A PATRON FEE IS APPROVED:

The funds will be paid directly into the organisations bank account.

The organisation has a responsibility to acknowledge the funds promptly, stating the amount granted.

12. APPEALS PROCESS:

Applicants may appeal decisions within 21 days of notification if procedural errors are suspected.

Appeals must:

- a. Be submitted in writing to the Town Clerk.
- b. Include specific grounds for appeal.

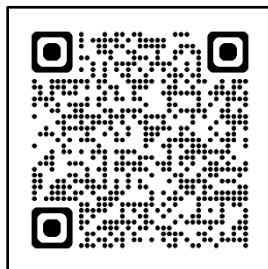
Appeals will be reviewed by an independent councillor panel (not on the Budget Committee) within 30 days.

13. Additional information:

Additional information is available from the Town Clerk including details of other organisations that may be supportive in providing grants.

Application forms can be found on the Council’s website:

www.longridge-tc.gov.uk or scan the QR code below.





Longridge
Town Council

For Information

Payments made by the
Town Council to
community groups and
other local organisations.

Payments made between
01/04/2022 - 14/01/2025

*Report of the Clerk and Responsible Financial Officer
to Longridge Town Council.*

Date: February 2025



1. Introduction.

Amongst other considerations, the Longridge Town Council’s current Grants Policy states that:

- The Council can make monetary grants to organisations that work for the benefit of the local community within Longridge.
- Organisations can only make one grant application in any financial year (April to March). In exceptional circumstances the Council may consider additional requests.

Members are reminded that at their Full Council meeting on 11 December 2024, they requested Cllr. Spencer and the Clerk to review the Council’s Grants Policy and in particular the policy on Patron /Subscription fees.

2. Grants and other payments provided.

The table below shows the payments (rounded up) made by the Town Council.

Key: G = Grant/Donation, M = Mayoral Allowance, O = Other, P/S = Patron/Sponsorship.

Date	Organisation	Type	£	Comments
18/12/24	Longridge Band	P/S	600	Annual Patron fee.
21/11/24	N.W. Ambulance	O	100	Thanks for providing training.
01/10/24	St. Lawrence Church	G	250	Towards defibrillator.
20/09/24	Art Group	G	150	Towards exhibition costs.
13/09/24	Longridge Men’s Shed	G	1,000	Request was for £546.83.
30/08/24	Love Longridge Limited	G	504	Skip - Soap Box Derby.
30/08/24	Love Longridge Limited	G	1,000	Toilets – Soap Box Derby.
22/08/24	Girl Guides	M	500	Mayoral allowance.
16/08/24	Longridge Town F.C.	G	6,875	Lawn mower repairs.
16/08/24	Longridge Herit. Trust	G	324	Towards exhibition boards.
16/08/24	Thursday Group	G	350	Support autistic children.
24/06/24	Girl Guides	G	5,000	Towards Girl Guides hut.
13/06/24	Longridge Field Day	G	2,000	Towards costs.
13/06/24	Longridge Hockey Club	G	665	For hockey equipment.
11/04/24	Lancs. Sailing Assoc.	G	629	For equipment etc.
16/01/24	Friends of Civic Hall	O	300	Appreciation of work on Remembrance Sunday.



Date	Organisation	Type	£	Comments
16/01/24	Longridge Band	G	500	Donation
26/09/23	Longridge Comm. Arts.	G	2,000	School workshops, attend community events etc.
19/09/23	Longridge Env. Group	G	900	Towards Insurance, venue hire, and planter maintenance.
19/09/23	Longridge Cricket Club	P/S	550	Annual sponsorship.
19/09/23	Love Longridge Limited	G	150	Toilets - Soap Box Derby.
18/08/23	Thursday Group	G	350	Support autistic children.
26/07/23	Longridge Band	G	1,500	Refurbish musical instruments.
18/07/23	Air Cadets 143 squad.	G	500	Purchase laptops.
18/07/23	Longridge Field Day	G	1,200	Traffic management costs.
18/07/23	GLAS	G	1,500	Towards marquee.
18/07/23	Friends of Civic Hall	G	2,500	Refurbish men's toilets.
28/03/23	Longridge U3A	G	330	Contribution towards costs.
28/03/23	Longridge Band	P/S	600	Patrons fee.
01/02/23	Artisan Market	G	500	Towards signage costs.
12/01/23	Thursday Group	G	344	Support autistic children.
19/12/22	Longridge Comm. Arts.	G	1,045	Towards school project.
19/12/22	Longridge Band	G	150	Contribution to head torches.
11/11/22	Longridge Field Day	G	734	Towards purchase and erection of flags. <i>Note the flags are owned by LTC and stored by LFD.</i>
17/10/22	Friends of Civic Hall	G	500	Support Halloween disco and afternoon tea party.
21/10/22	Love Longridge Limited	G	1,688	Longridge Does Christmas.
12/09/22	Love Longridge Limited	G	1,000	First aid - Soap Box Derby.
14/07/22	Longridge Cricket Club	P/S	600	Annual sponsorship.
09/06/22	Longridge Town F.C.	G	1,000	Towards Public Address system.
09/06/22	Longridge Heritage Trust	G	200	Reprint ' <i>Longridge Past and Present</i> ' booklet.
09/06/22	GLAS	G	2,000	Cost of marquee.



Date	Organisation	Type	£	Comments
26/04/22	Longridge Comm. Arts	M	500	Mayoral Budget.
19/04/22	Longridge Env. Group	G	1,833	Tree grant – passed to LEG.
19/04/22	Longridge Field Day	G	1,509	Traffic management costs.
19/04/22	Longridge Band	P/S	500	Annual Patrons Fee.
19/04/22	Lancs. Sailing Assoc.	G	447	Opening Spade Mill.
14/01/25	LSEC.	G	2,033	Heating equipment in Civic Hall.
Total			49,410	
Community Purse - Youth Council				
19/12/22	Longridge Comm. Arts	-	500	
Community Partnership				
12/01/23	Friends of Civic Hall	-	500	Warm spaces support.
19/12/22	Friends of Civic Hall	-	100	Warm spaces support.



3. Summary.

For the period in question, the Table below shows a list of organisations that have received more than one grant, the total value of the grants received and the number of grants made.

Organisation	Grant		Comments
	Value £	#	
Longridge Town F.C.	7,875	2	Incl. £6,875 for lawn mower repairs.
Girl Guides	5,500	2	Incl. £5,000 towards building costs.
Longridge Field Day	5,443	4	Incl. grants for traffic management.
Love Longridge Limited	4,342	5	Incl. £2,654 for Soap Box Derby.
Longridge Comm. Arts	4,045	4	Incl. £500 from Community Purse.
Friends of Civic Hall	3,900	5	Incl. £600 Warm Spaces grants.
Longridge Band	3,850	6	Inc. £1,700 annual Patron fees.
GLAS	3,500	2	Both grants for marquee.
Longridge Environ. Group	2,733	2	Includes Tree Grant (£1,833).
Longridge Cricket Club	1,150	2	Annual Sponsorship x 2.
Lancs Sailing Association	1,076	2	
Thursday Group	1,044	3	Support for autistic children.
Longridge Heritage Trust	524	2	
Total	44,982	41	

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Agenda Item 8

For Discussion/Decision

Meeting:	Full Council
Meeting Date:	12 February 2025
Title:	Policy for the selection of a Mayor and Deputy Mayor
Submitted by:	Clerk and Responsible Financial Officer.

1. Purpose of the report.

For 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.

2. Introduction.

Members are 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. The appointment must be made at the Annual Meeting of the Council (in May each year) or as soon as practicable thereafter.

3. Members are recommended to:

Consider adopting the policy set out in Appendix 1 to the Report.



For Information

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

Adopted: 12 February 2025

Chair: Cllr. S. Rainford

Minute Ref.: 250212/8

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

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



 clerk@longridge-tc.gov.uk
 01772 782461
 07495 473 845
 www.longridge-tc.gov.uk

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.

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:

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

8. NOMINATION OF A MAYOR DURING THE MUNICIPAL YEAR:

- 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.
- 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.

Agenda Item 9

For Decision/Discussion

Meeting:	Full Council
Meeting Date:	12 February 2025
Title:	Longridge Heritage Centre Trust (LHCT) – Licence.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider comments (see Appendix 3) by former Town Councillor Steve Ashcroft, on a licence allowing the LHCT to occupy the Old Station Building, that was agreed at an Estates Committee Meeting held in November 2024.

2. Background.

Members of the Estates Committee will recall they have discussed a licence for the LHCT at committee meetings held on 28 August 2024, 30 October 2024 and 27 November 2024.

At the 27 November meeting, two members of LHCT were in attendance, and the draft licence presented, included changes from previous versions, requested by LHCT.

At the 27 November meeting Members agreed:

- a. A license period of three years, after which time the Town Council would allow the licence to run on, unless terminated by either party on giving the other party a minimum of six months' notice in writing.
- b. To set a licence fee of £1,000 for a three-year-licence, to be payable in year one and to be renewed after each three-year period.
- c. To remove Section 1.9 (page 3) '*The Licensee's Voluntary Services*': as LHCT are no longer responsible for maintaining the garden areas and other outside spaces.
- d. To remove '*and the Licensee's Voluntary Services*', (page 3, Section 2, lines 6-7), as this was no longer relevant.

3. Latest Situation:

- Subsequent to the 27 November meeting, further discussions have taken place between the Town Clerk, members of LHCT and former Town Councillor Steve Ashcroft. The summation of these discussions is that via a Freedom of Information Request the Clerk has obtained the original lottery grant application and the conditions under which the lottery grant was awarded. These are shown in Appendix 1 and 2.
- Steve Ashcroft, has made a request to address the Town Council.

4. Members are recommended:

- a. To allow former Councillor Steve Ashcroft to address the meeting.
- b. Consider any changes they wish to make to the conditions under which LHCT are allowed to occupy the Old Station Building.

Your Organisation

QB What are the main ethnic groups represented in your organisation? (Please tick the relevant box.)

(a) Asian, Asian British, Asian English, Asian Irish, Asian Scottish or Asian Welsh

- Bangladeshi
 Indian
 Pakistani
 Any other Asian background (please write in)

(b) Black, Black British, Black English, Black Irish, Black Scottish or Black Welsh

- Caribbean
 African
 Any other Black background (please write in)

(c) Chinese, Chinese British, Chinese English, Chinese Irish, Chinese Scottish, Chinese Welsh or other ethnic group

- Chinese
 Any other background (please write in)

(d) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other background (please write in)

(e) White

- White British
 White English
 White Irish
 White Scottish
 White Welsh
 Any other White background (please write in)

QC For applicants based in Northern Ireland only - which community is your managing committee from? (Please tick one box.)

- Mainly Catholic
 Mainly Protestant
 Both Catholic and Protestant in equal numbers
 Mainly from communities that are neither Protestant nor Catholic

- Do not know
 - Not Applicable
-

QD If you are based in Northern Ireland only – does your organisation's membership include Irish Travellers?

- Yes
 - No
 - Not Applicable
-

People benefiting from your project

QE Please tick the box which best reflects the origin of most of the people who will benefit.

(a) Asian, Asian British, Asian English, Asian Irish, Asian Scottish or Asian Welsh

Bangladeshi

Indian

Pakistani

Any other Asian background (please write in)

(b) Black, Black British, Black English, Black Irish, Black Scottish or Black Welsh

Caribbean

African

Any other Black background (please write in)

(c) Chinese, Chinese British, Chinese English, Chinese Irish, Chinese Scottish, Chinese Welsh

Chinese

Any other background (please write in)

(d) Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other background (please write in)

(e) White

White British

White English

White Irish

White Scottish

White Welsh

Any other White background (please write in)

Other. (Please give details.)

QF For applicants based in Northern Ireland only – which religious background best reflects the people benefiting from your project (please tick one box).

Mainly Catholic

Mainly Protestant

Both Catholic and Protestant in equal numbers

- Mainly from communities that are neither Protestant nor Catholic
 - Do not know
 - Not Applicable
-

QG If you are based in Northern Ireland only – will your project benefit Irish Travellers?

- Yes
 - No
 - Not Applicable
-

Section A: Project Summary

Q1 Project title

Restoration and Conversion of the Old Station Building, Longridge.

Q2 Please tell us why you believe that your project is relevant to the heritage and describe the heritage items or information that it will focus on. (up to 2000 characters; approx 350 words)

The old station buildings situated in the centre of Longridge Conservation Area, built in local stone was completed in 1872 and is attached to the rear of the Towneley Hotel completed 1849. One of the reasons why it is considered important from a heritage point of view to retain and restore this building is that it is a rare surviving example of a rural/ small market town railway station that has survived almost in tact. Across East Lancashire some 27 sites of past stations can be identified, of these, just 3 buildings remain in anything like original condition, following their rundown in the late 1960's, Longridge being one. The facility when completed will not only preserve the building but will provide a venue/educational facility to highlight the significance of the railway played in the towns development and the other important economic developments which followed from it.

The Logridge Conservation Area Appraisal carried out in November 2005 by 'Conservation Studio' of Cirencester, identified the station buildings group as 'Buildings of Townscape Merit'. The accompanying management guidance document details a summary of the areas special interest and a summary of the SWOT analysis details among other areas, 'the remains of Longridge Station and the adjoining Memorial Garden as one of the strengths of the area.

Q3a Please estimate the percentage of the costs of your project that will go towards each of our three priorities.

a Conserving and enhancing the heritage	70.0%
b Encouraging more people to be involved in and make decisions about their heritage	15.0%
c Making sure that everyone can learn about, have access to and enjoy their heritage	15.0%

Q3b Describe briefly what your project will do and what you will spend our grant on. (up to 2000 characters; approx 350 words)

The money from the grant will be used towards the restoration and conversion of the old station, an important historic building which has featured prominently in the development of the town's history. The creation of the community facility will provide a valuable space for meetings, exhibitions and community events and activities. It will create an educational facility via the proposed town archive and the social history/railway theme proposed for the café. It will also be an ideal start location for the various heritage trails and an outlet for the various booklets, oral history CD'S and walk leaflets available for the town. It will create a focus for the appreciation of the history of Longridge which has a considerable following via the Local History Society and the Local Heritage Committee which is active in the town. The money from the Lottery grant will be used specifically to replace and restore the heritage features of the existing building.

Q4 Please tell us why you want to do this project. (up to 2000 characters; approx 350 words)

The Town Council is seeking to restore the station buildings on behalf of the numerous organisations in the Town which have an interest in its heritage and the continuing development and appreciation of it. One of these organisations is the Longridge Heritage Committee, established in 2000 with one of its specific aims to establish a Heritage Facility for the town. A number of possibilities have over the years been talked about, but the number one option has always been the Old Station Building. Centrally placed and a building which has played an important role in the town's development and the character and potential for restoration. The majority of the building becoming vacant around 3 years ago prompted a full study of the possible restoration and redevelopment proposals. A scheme was finally agreed on which incorporated some elements to make it economically self sustaining while incorporating the principal heritage element. Planning Permission was granted in 2006 and the search then began to secure the funding. As part of its commitment to the success of the project the Town Council will vacate the building and move to the Civic Centre which is currently run by the newly created Social Enterprise Company which will take over running of the Station Project once completed.

Section B: About Your Organisation

Q5 Name and address of your organisation (Please give the full postcode)

Name

Address

Town

County

Post Code

Q6 Was your organisation established for this specific project?

 Yes

 No

Q7a Is your organisation:

 The sole applicant

 The lead organisation for a joint project

Q7b If you are applying on behalf of a joint project, please give the names of the other partners or those taking part in the project and what they will receive funding for. (up to 2000 characters; approx 350 words)

Q8 Please describe your organisation's main purpose and regular activities. (up to 2000 characters; approx 350 words)

To actively offer leadership, foresight and encouragement to the local population in our commitment to maintain and improve the facilities and environment (built or open) of Longridge, thereby enhancing the quality of life for resident and visitors alike by reasonable best endeavours. The Council represent the public, they work in partnership with Ribble Valley Borough Council and Lancashire County Council to obtain the best for Longridge, locally they work in partnership with Longridge Partnership and Longridge Social Enterprise Company to again obtain the best for Longridge and deliver requests made by the public. Regular activities are : meetings, Councillors available to public, office open to public, consider and comment on planning applications, annual public meeting, attendance at outside meetings, reporting any problems in Longridge and ensuring they are resolved.

Q9 Please outline your organisation's staff and management structure. (up to

CONTINUED

2000 characters; approx 350 words)

The structure is that the cleaner and gardener are self employed, the Parish Lengthsmen duties are now carried out Ribble Valley Borough Council and the Town Council is invoiced from Ribble Valley for their services. The Clerk is employed by the Town Council. There is a staff monitoring committee made up of 5 Councillors who would deal with any employment difficulties initially with any recommendations being referred back to full Council. Day to day discussions regarding the running of the office etc would take place between the Clerk and the Town Mayor.

Q10 Name of the main contact person

[REDACTED]

Position held

Town Clerk

Contact address, including full postcode (if different from that in Question 5)

Address

Council Offices

Station Buildings

Berry Lane

Town

Longridge

County

Lancashire

Post Code

PR3 3JP

Phone daytime

[REDACTED]

Phone evening

[REDACTED]

Fax number

[REDACTED]

Email address

[REDACTED]

Best time to contact

Thursday or Friday between 10.00am and 2.30 pm

Q11 Bank Account details

Account Name	[REDACTED]
Name of bank or building society	[REDACTED]
Bank or building society address	[REDACTED]

Sort code	██████
Account number or roll number	██████████

Q12 What type of organisation are you? (Please tick and fill in the relevant boxes.)

- Community or voluntary organisation
 Company (please give registration number)

- Local authority (please state name)

- Other public-sector organisation

- Parish Council

Registered charity in England and Wales (please give the registration number)

Charity recognised by the Inland Revenue in Scotland or Northern Ireland (please give your reference number)

Other (please describe)

Q13 Are you VAT registered?

- Yes
 No

If yes, please give the registration number

Q14 How many people are involved in running your organisation?

Paid staff (full time)

Paid staff (part time)

ONE

Volunteers

12 Town Councillors

Q15 Would you describe your organisation as being led by any of the following?

- Yes
 No

If yes, please tick the relevant box

- Females
 People with disabilities
 People of ethnic minority origin

- Older people
- Young people

Section C: Project details

Q16 The address of your project (if different from the one you have given in Q5).

Address

Town

County

Post Code

Q17 Where do most of the people who will benefit from your project live?

Name of city, town or village

Longridge,

Local Authority and ward

Ribble Valley, Longridge Ward

Q18 When do you expect your project to start and finish after a decision on funding has been given?

Start

01/10/2008

Finish

31/03/2009

Q19 What kind of work or activities does your organisation want a Heritage Lottery Fund grant for?

Tick the appropriate boxes

a) Work to a heritage item or property

b) Activities designed to help increase learning about, and participation in, the heritage

If you ticked a, please answer questions 20 to 25.

If you ticked b, please answer question 26. You do not need to answer questions 20 to 25.

Q20 Do you own the heritage item or property your project is based on?

Yes

If you have ticked this box, please answer question 21 and then go to question 24.

No

If you have ticked this box, and you want to buy this property or item, please go to question 23. If not,

CONTINUED

please go to question 22.

Q21a. What is your ownership of the property or item and are there any conditions of ownership?

- Freehold or other type of outright ownership
 Leasehold

Please give the number of years left before the lease runs out.

Please give details of any conditions or covenants that may be relevant to your project.

Q21b Does your organisation have, or are you planning to have a mortgage or other loans secured on the property or item?

- No
 Yes

If 'Yes', please give the amount you owe and the name of the mortgagees and lenders.

Q22 If you do not own the property or item, please tell us who does. This question applies to Building Preservation Trusts only.

Q23a Do you want a grant for buying heritage items or property?

- Yes

If yes, please answer questions 23b, c and d.

- No

Q23b What is the value of the heritage property or item?

Value

Valuer's name

Q23c Please provide details of how the proposed acquisition fits within your organisation's acquisition policy, and how the acquisition will have a beneficial effect on what you already look after, or how this acquisition will reduce any risks to its preservation. (up to 2000 characters; approx 350 words)

Q23d If you want to buy land as part of your project, what is its area (in hectares)?

Q24a Will you need planning permission or other statutory consent for your project to go ahead?

- Yes
 No

Q24b If you answered Yes to Q24a, please provide details.

		Date applied for	Date granted
Outline planning permission			
Full planning permission		04/04/2006	17/05/2006
Listed building consent			
Other (Please specify)			

Section D: Project aims and priorities

Q25a How will your project conserve and enhance our diverse heritage? (up to 2000 characters; approx 350 words)

The work proposed is to restore and extend the Old Station Buildings which are still substantially in their original condition to provide a new and exciting community facility for the town. The scheme will restore the original canopy and undertake an internal refurbishment of the building to make more effective use of it and provide the facilities illustrated on the approved layout. In view of the narrow width of the building it is proposed to add two discrete glazed additions to the front elevation which will provide space for meetings/exhibitions. By using glazing it will still enable the original design to be appreciated. At the moment, apart from a single room used by the Town Council the building is vacant which is not ideal for such a prominent town centre building. In the past the property has only attracted short term uses or storage. The new scheme will make effective use of the building preserve it and allow its historical significance to be studied and appreciated.

Q25b Provide a short statement about your conservation policies and management proposals. (up to 2000 characters; approx 350 words)

In 1872 the LNWR and L+Y bought the Townely Arms Hotel and adjoining land for £2900 and erected the station building which stands adjacent to Berry Lane to day. It is a remaining rare example of a rural Victorian railway station which by some twist of fate has survived when nearly every other example in Lancashire has disappeared. Externally it is almost in its original state with only the partial loss of the canopy which, it is proposed to replace as part of this proposal. It was with the above in mind and in the knowledge of the considerable contribution played by the railway to the town that the project has been developed for the restoration and conversion. The existing condition survey of the building is attached which gives an amplification of the proposals. The overriding principle is to retain the character of the original building while making useable for todays use. The proposed layout reflects the original division of the building with the principal remaining walls retained. All existing doors and window openings will be retained and the joinery fittings restored. Extensive research has been undertaken to source any old books, photographs, maps or drawings of the building. Including, English Heritage National Monuments Record, Rail Property Ltd, York Railway Museum, Lancashire Evening Post and Lancashire Records Office. A more comprehensive statement is attached in the supporting information.

Please go to Question 27, unless your project also involves activities, in which case continue with the next set of questions.

Q26a How will your project encourage more people to be involved in and make decisions about their heritage? (up to 2000 characters; approx 350 words)

Q26b What activities will you run as part of your project? (up to 2000 characters; approx 350 words)

Q26c Who will be involved? (up to 2000 characters; approx 350 words)

--

Q26d Please supply a detailed draft of your project plan and timetable. (up to 2000 characters; approx 350 words)

--

Q27a How will your project help people to learn about, have access to, and enjoy their heritage? (up to 2000 characters; approx 350 words)

Besides saving and making effective use of a historic building which has featured prominently in the development of the town. The building restoration and conversion scheme has been designed to provide facilities for the community which do not exist at the moment. The building will be accessible on the level or by gentle ramps. Disabled toilet facilities will of course be provided as will a ramp access from the adjacent car park. It will provide a range of facilities, meeting rooms, exhibition space, rentable office space and a heritage themed cafe. It will also provide educational opportunities via the town archive, exhibition space and the themed cafe, which will house an illustrated visual history of the towns development and that of the railway, for people to learn about and enjoy. Situated in a central location within the town access will be readily available on foot, by cycle, car and by public transport (100 metres away).

Q27b How many people in the following categories, are likely to benefit directly from your project?

Families with pre-school children	
Older people	
People from minority ethnic communities	
People living in rural areas	5000
People living in urban areas	3000
People on low incomes or unemployed	
People with disabilities	
Tourists	20000
Volunteers	100
Young people	
Others	

If any other category, please supply details

--

Q27c What are the age ranges of the people benefiting from the project?

- Up to 5
 6 to 10
 11 to 16
 17 to 18
 19 to 25
 26 to 59
 60 and over

All Ages

Q28 Where possible, tell us about other ways in which you expect your project to benefit your community and the wider public. (up to 2000 characters; approx 350 words)

Social - The project is being developed as a new community facility for the town. It has utilised the services of the County Councils Community Design Team in its development to date and had the support of the Town Council, the Longridge Heritage Committee and the Longridge and District Local History Society and Ribble Valley Borough Council. Once completed it will provide a venue for voluntary/community groups to meet and hold events.

Economic - From the office space, cafe and reception it is anticipated that 6.6 jobs will be created. The facility will provide a new venue for visitors/tourists, promote the building its self and the attractions of the surrounding area via the proposed reception. Restoration/conversion of the building will also further encourage regeneration within the town.

Environmental - Efforts are being made within the design process to incorporate as much energy saving measures as possible, eg high insulation. It is hoped to undertake the restoration/conversion using a local contractor and the architects practice selected for the project is situated opposite the building which will keep travel costs to a minimum.



Section E: Planning and managing your project

Q29 How do you know that your project meets a need and that there is a demand for it?

Q29a What are your project's aims? (up to 2000 characters; approx 350 words)

The aim of the project will be to address an existing demand and a considerable underlying interest in heritage which exists within the Town. There are no similar mix of facilities within the town. There is no heritage facility, no exhibition space, no modern purpose built meeting rooms, tourist/visitor information service and no town archive. The facility will also provide a venue for educational visits which are becoming increasingly popular within the town. The facility will complement and help develop the considerable interest which already exists in the heritage of the town. There is a very active history society and heritage committee which have already developed a number of heritage trails, history CD, history booklet and blue plaque scheme.

Q29b Who are your users? (up to 2000 characters; approx 350 words)

The people who will benefit from the project and the potential users are the people of Longridge and the surrounding area which has a population of around 8000 added to this are the estimated visitors to the area say min. 20,000 (total to Ribble Valley 2.1 Million, see supporting information). The building is also situated at the gateway to the Forest of Bowland AONB just 1650metres away from the boundary. Also in the town are 4 Primary Schools and 2 High Schools (see supporting information for details of anticipated use).

Q29c Have you consulted your target users? (up to 2000 characters; approx 350 words)

Proposals to establish a Heritage Centre type facility has been promoted by a number of groups within the town for many years. The possible project has been well documented on a regular basis in the local newspaper since 2002. (see sample press cuttings in supporting information). A Market Town Healthcheck supported by Lancashire County Council, NWDA and the Countryside Agency was undertaken in 2004. This consulted the people of Longridge on a wide range of topics and identified some 38 actions for the town, including Action 29 - Undertake a feasibility study into development of a Heritage Centre. This led to the development of a scheme for restoration/conversion of the building, a number of options were produced and displayed at the Town Council building and in 2006 a local architects firm was commissioned to develop the design and obtain planning permission for the scheme. Discussions have also been undertaken with the Local Primary and High Schools.

Q29d What other people are affected? (up to 2000 characters; approx 350 words)

As detailed above planning permission was granted in May 2006. The application did not receive any objections and was approved under Delegated Powers on the 17/05/2006.

Q30a Please say which local authority, heritage agency or other relevant organisations you have taken advice from in developing your project.

Contact name	Name of organisation	Phone number

Contact name	Name of organisation	Phone number
	Lancashire County Council Environment Directorat	
	Ribble Valley Borough Council Architects, Longridge	

Q30b How does your project relate to any relevant national, regional or local strategies or policies? (up to 2000 characters; approx 350 words)

In relation to this project the following policies are considered relevant :

Northwest Regional Economic Strategy 2006
Quality of Life - The Vision all 3 key factors.
Action 95 - Promote the image of the Region, Action 105 - Develop the quality of the visitor experience, Action 107 - Develop community cohesion, Action 109 - Develop high quality local services, Action 115 - Realise and nurture the natural and built heritage assets, Action - 116 - East Lancs. Regional Park, Action 119 - Improve the physical environment.
Central Lancs. City Region Dev Prog. - 2.46 Market Towns.
Longridge Market Towns Health Check - Actions - 2,5,6,7,21,23,27,29.
Ribble Valley Community Strategy- Culture - Strategic objectives 1,2,3
- Market Towns and Villages - Strategic objectives 1,2,3.

Q30c How will you make sure that your project meets high professional standards? (up to 2000 characters; approx 350 words)

The project throughout has been developed with input from numerous agencies. In order to maintain high professional standards use has been made of RIBA Architects, RICS Quantity Surveyors and Structural Engineers, MRTPI and IHBC Members.

Q30d What steps have you taken to consider the effect your project would have on the environment? (up to 2000 characters; approx 350 words)

With being a combination of new build and refurbishment/conversion the opportunity is being undertaken to make the building more environmentally sustainable with the use of high insulation in the roof and floor, Pilkington K glass, rain water harvesting. Recycled building material will be used where appropriate. Every effort will be made to use a local experienced contractor to undertake the work. Once open the building will be sited just 100 metres from the towns main bus stop and a main public footpath connecting the location to other areas of the town runs directly past the building through a landscaped area.

Q31a Tell us who will lead your project and what relevant experience or qualifications (or both) they have. (up to 2000 characters; approx 350 words)

The Design, Construction and Implementation of the project will be undertaken by a local architects practice which is in fact situated directly oppositer the building. Additionally the project has been supported throughout and will continue to be by the County Councils Community Design Programme who has staff experienced in project development including Historic Buildings. (CV,s of the relevant people are included)

Q3 Ib What experience does your organisation, or its members, already have of running projects of this kind? (up to 2000 characters; approx 350 words)

The Town Council has maintained the existing building since the early 1970's and with an eye to the future has set up a Social Enterprise Company who will take over running the building once completed. The Company already operates the Civic Centre building in the town. The actual development and construction of the building will be run by the local architects practice already commissioned for the scheme. They have over 30 years of experience work in the town with many of the projects heritage buildings. They are past winners of the Ribble Valleys Civic design and Conservation Awards. They will be assisted as previously detailed by the County Councils Design Team whose members have extensive experience of project development/management including restoration the other station building in Ribble Valley at Clitheroe which was a Ian Allen Railway Heritage winner and RTPI winner. The Town Council has to date been involved in all stages of development and fund raising and will continue to be so.

Q3 Ic Will your project involve any training and if so, how many people will be involved? (up to 2000 characters; approx 350 words)

Perhaps, once the building becomes operational.

	Numbers
Apprentices	
Work placements	
Volunteers	
Others	

Q3 Id Tell us how you will make sure that the benefits of your project are maintained after it is completed. (up to 2000 characters; approx 350 words)

The development package has been designed to incorporate some elements which will provide an income to maintain and run the building after it has been completed. This will be in the form of some office/meeting room space for long or short term hire, together with a heritage themed cafe which will be illustrated with photos illustrating the development/history of the town which will be rotated/refreshed over time. The income from the above will also enable the reception to be staffed and they will administer the building and the proposed Town Archive.

Section F: Financial viability

In this section we ask for a breakdown of the costs of your project and how you will meet them. You will need to separate the different types of costs involved in your project (for example, materials, paying people to work on your project, or other expenses to do with running your project). You must give us realistic figures for each of these costs and provide evidence of how you worked them out.

Q32 What is the total cost of the project?

£472,299

Q33 Breakdown of costs

Please give a summary breakdown of the total project costs in the list below. The list has three parts. The first covers capital costs such as buildings, the second covers revenue costs such as new, short-term staff costs, and the third covers other costs that you should take account of. Your project may involve capital or activity costs, or a combination of both. Please fill in all the boxes that apply.

Capital costs	
(a) Purchase price of the items or property	
(b) Repair and conservation work	£144,034
(c) Building work	£252,908
(d) Professional fees related to the costs shown above	£41,132
(e) Equipment including computer hardware	£725
(f) Materials	
(g) Vehicles	
(h) Non-cash contributions and volunteer labour related to the work	
(i) Project costs in the 12 months before your application	
(j) Other capital costs (please give details)	
Total capital costs	£438,799
Activity costs	
(k) Staff costs (not already on the payroll)	£32,000
(l) Recruitment costs	£500
(m) Fees for freelance workers and staff on short-term contracts	
(n) Project-specific costs of design writing and printing information educational and promotional materials	
(o) Training for staff and volunteers	
(p) Professional fees for consultancy and expert advice	
(q) Travel for staff and volunteers	£1,000
(r) Overheads	
(s) Measuring the project's success	
(t) Office stationary	
(u) Non-cash contributions and volunteer labour related to activities	
(v) Other activity costs (please give details)	
Total activity costs	£33,500
Other costs you should take account of	

Capital costs	
(w) Contingency	
(x) Inflation	
(y) Non-recoverable VAT	
Total other costs	£0
Total project costs	£472,299

Q34 How will you contribute to these costs?

(Please enter the amounts and tick the boxes on the right if you have already raised these amounts.)

	Name	Amount	Tick if secured
a) Cash from your organisation		£2,500	<input checked="" type="checkbox"/>
b) Sources of other grants or donations	see attached.	£167,890	<input checked="" type="checkbox"/>
	see attached	£123,650	<input type="checkbox"/>
			<input type="checkbox"/>
c) Non-cash contributions and volunteer labour			<input type="checkbox"/>
d) Costs your organisation has run up in the 12 months before your application			<input type="checkbox"/>
Total contributions		£294,040	

Q35 Amount you are asking from us

£178,259

Q36 What percentage is this of the total cost of your project?

38.0%

Q37 If the amount you are asking from us is under £1 million, do you want to use the two-stage process? Yes No**Q38 Please attach a statement of your income and spending on one side of A4, highlighting how putting the project into practice will alter the estimated income and spending of your organisation during the first year of the project.**

Section H: Identifying, charting and managing risk

Q44 Please show that you have thought about any difficulties your project may encounter and have given thought to how they might be reduced or overcome.

Nature of risk	Probability of risk (high(3), medium(2) or low(1))	Potential result	How will you reduce the risk
Not all funding applied for is available at same time	Medium	Project unable to proceed to construction.	Plan application submission to provide funding over same period.
Funding underestimated	medium	project unable to proceed to construction.	Budget costings based of accurate working drawings.
No take up of office space provision.	medium	short fall in revenue income.	Study of market demand in area.
No take up of Cafe lease or use falls short of expectation.	low	Short fall in revenue income.	Business plan detailing anticipated income and expenditure. Knowledge of demand i local market.

Section I: Measuring the success of your project

In this section we ask you to tell us how you will find out whether or not your project has met its aims.

Q45 List the main aims of your project with the action you will take to achieve them and how you will measure your success.

Aim	Action	Measure of success
Convert the inside and outside of the building and restore the historic features.	Follow detailed architects plans.	Building restored to effective community use and to enable local heritage appreciation.
Develop effective marketing of facility.	Promote building/facilities as per marketing plan.	Record number of people using the building.
Identify programme of events/exhibitions for building.	Work with Community Groups, libraries and local history societies.	Regular change over of heritage based exhibitions and other related activities.
Develop information available in Town Archive.	Seek contributions building on existing, working with public and other agencies.	Increase in material available and use of archive.

Section J: Other Lottery applications

Q46 If you have made, are making or are planning to make, applications to us or to other Lottery distributors, please fill in the following table.

Reference number	Name of distributor	Date of application	Outcome and date	Grant amount (if appropriate)
N/A				

Section K: Supporting documents

Please fill in the checklist below and return your floppy disk together with a printed and signed declaration (Section L), signed contract (Section M) and three copies of each of your supporting documents where these are not attached to your disk. You should keep the original supporting documents and a copy of your filled-in application form as you may need to refer to them in future.

Q47 Checklists

Please check to see if we have asked for other information in the checklists in a help note to a question you have answered about your project.

Please note that metric measurements should be used throughout.

Do not send three-dimensional, valuable or fragile items to us unless we specifically ask for them.

We will not be able to return drawings and other material.

Checklist 1: For all applicants

You must include items 1 to 20 on this checklist with your application. Items 21 to 27 apply to some projects only. Please check to see if we have asked for them in a help note that is relevant to your project. For projects seeking a grant of £1 million or more, you must also include all the items listed under checklist 2.

Section A - Project Summary

- 1) Evidence of how relevant your project is to the heritage.
- 2) A copy of your organisation's constitution. For joint applications, a copy of your signed management agreement.
- 3) A simple chart showing the structure of your organisation and the people involved in your project.
- 4) A copy of the minutes or other documents authorising the person named in question 10 to act as the official contact for the application, and authorising the person making the application and signing the declaration in section L to do so.
- 5) Proof of ownership. A statement of what restrictions may be in place on the property and a copy of any legal documentation about the ownership.
- 6) A copy of your education policy.
- 7) Copies of research establishing a need or demand for your project.
- 8) CVs of your project managers.
- 9) A copy of your organisation's audited or certified accounts for the last complete financial year and a copy of the current financial year's estimated income and spending.
- 10) Costed list of project and development works including professional fees and an outline brief.
- 11) Proof of other financial contributions to the project.
- 12) Forecast of your income and spending.
- 13) If you are claiming for costs incurred in the 12 months before your application, you need to provide proof of expenditure.
- 14) If you are claiming for volunteer labour, you need to provide a breakdown of these contributions.

- 15) Evidence of the value of non-cash contributions to the project.
- 16) Justification of the amounts you have allowed for contingency and inflation, making clear any assumptions you have made about your project.
- 17) A statement of how you will appoint people to work on your project.
- 18) A copy of your equal opportunities policies.
- 19) One set of five photos or 35mm slides relating to your project.
- 20) Measured survey drawings or other diagrams, particularly where your project involves a building.

Additional information that may be needed, depending on the nature of your project.

- 21) A brief for any proposed development work and costed list of associated work.
- 22) For Building Preservation Trusts only – a signed and dated copy of your management agreement with the owner of the property and proof of ownership by the owner.
- 23) If your project involves buying land, buildings or objects – a copy of an independent valuation.
- 24) A copy of your acquisition policy.
- 25) Evidence of support for your project.
- 26) Your conservation management plan or conservation statement.

Checklist 2: For all applicants wanting grants of £1 million and over

- 1) An outline business plan.
- 2) An options appraisal.
- 3) A feasibility study.
- 4) A copy of the following to support the statements you make about wider benefits: a) Your access policy and b) Your charging or pricing policy.
- 5) Copies of your energy, transport and environmental policies where appropriate.
- 6) A training plan.

If you have completed everything please now print out and sign the declaration.

Please use this control to attach any relevant documents

Please print this section, sign and send back with your floppy disk.

Section L: Declaration

Please note: you are making this application at your own risk and we cannot be liable to anybody for any loss, damage or costs arising directly or indirectly from an application.

I declare the following:

- I have read and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with others.
- the information on this application form and the supporting information enclosed with it is accurate

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and truthful to the best of my knowledge;

- the project falls within my organisation's purposes;
- my organisation has power to accept a grant, under your conditions, and power to repay the grant if the grant conditions are not being met;
- I understand that any misleading statements (whether deliberate or accidental) given at any stage during the application process or any information knowingly withheld, could make the application invalid, in which case you will cancel the grant and reclaim any money we have received; and
- I agree that you can check, with others, the information on this application form and any supporting documents.
- I authorise you to insert the necessary wording in the contract in the blank spaces.
- I authorise you to add special conditions including any conditions that are needed by those making the award decisions.
- I authorise you to date the contract, and so make it effective.
- I understand that you may substitute the form of contract if the project means that the standard form is not appropriate.

This must be someone other than the main contact named in Question 10.

Signed

Please print name

Date

Job title

Section K: Supporting documents

Please fill in the checklist below and return your floppy disk together with a printed and signed declaration (Section L), signed contract (Section M) and three copies of each of your supporting documents where these are not attached to your disk. You should keep the original supporting documents and a copy of your filled-in application form as you may need to refer to them in future.

Q47 Checklists

Please check to see if we have asked for other information in the checklists in a help note to a question you have answered about your project.

Please note that metric measurements should be used throughout.

Do not send three-dimensional, valuable or fragile items to us unless we specifically ask for them.

We will not be able to return drawings and other material.

Checklist 1: For all applicants

You must include items 1 to 20 on this checklist with your application. Items 21 to 27 apply to some projects only. Please check to see if we have asked for them in a help note that is relevant to your project. For projects seeking a grant of £1 million or more, you must also include all the items listed under checklist 2.

Section A - Project Summary

- 1) Evidence of how relevant your project is to the heritage.
- 2) A copy of your organisation's constitution. For joint applications, a copy of your signed management agreement.
- 3) A simple chart showing the structure of your organisation and the people involved in your project.
- 4) A copy of the minutes or other documents authorising the person named in question 10 to act as the official contact for the application, and authorising the person making the application and signing the declaration in section L to do so.
- 5) Proof of ownership. A statement of what restrictions may be in place on the property and a copy of any legal documentation about the ownership.
- 6) A copy of your education policy.
- 7) Copies of research establishing a need or demand for your project.
- 8) CVs of your project managers.
- 9) A copy of your organisation's audited or certified accounts for the last complete financial year and a copy of the current financial year's estimated income and spending.
- 10) Costed list of project and development works including professional fees and an outline brief.
- 11) Proof of other financial contributions to the project.
- 12) Forecast of your income and spending.
- 13) If you are claiming for costs incurred in the 12 months before your application, you need to provide proof of expenditure.
- 14) If you are claiming for volunteer labour, you need to provide a breakdown of these contributions.

- 15) Evidence of the value of non-cash contributions to the project.
- 16) Justification of the amounts you have allowed for contingency and inflation, making clear any assumptions you have made about your project.
- 17) A statement of how you will appoint people to work on your project.
- 18) A copy of your equal opportunities policies.
- 19) One set of five photos or 35mm slides relating to your project.
- 20) Measured survey drawings or other diagrams, particularly where your project involves a building.

Additional information that may be needed, depending on the nature of your project.

- 21) A brief for any proposed development work and costed list of associated work.
- 22) For Building Preservation Trusts only – a signed and dated copy of your management agreement with the owner of the property and proof of ownership by the owner.
- 23) If your project involves buying land, buildings or objects – a copy of an independent valuation.
- 24) A copy of your acquisition policy.
- 25) Evidence of support for your project.
- 26) Your conservation management plan or conservation statement.

Checklist 2: For all applicants wanting grants of £1 million and over

- 1) An outline business plan.
- 2) An options appraisal.
- 3) A feasibility study.
- 4) A copy of the following to support the statements you make about wider benefits: a) Your access policy and b) Your charging or pricing policy.
- 5) Copies of your energy, transport and environmental policies where appropriate.
- 6) A training plan.

If you have completed everything please now print out and sign the declaration.

Please use this control to attach any relevant documents

Please print this section, sign and send back with your floppy disk.

Section L: Declaration

Please note: you are making this application at your own risk and we cannot be liable to anybody for any loss, damage or costs arising directly or indirectly from an application.

I declare the following:

- I have read and accept the notes that came with this application form. I understand and agree to you using and publishing the information in this application. I agree that you can check the information in it and any supporting documents with others.
- the information on this application form and the supporting information enclosed with it is accurate

CONTINUED

and truthful to the best of my knowledge;

- the project falls within my organisation's purposes;
- my organisation has power to accept a grant, under your conditions, and power to repay the grant if the grant conditions are not being met;
- I understand that any misleading statements (whether deliberate or accidental) given at any stage during the application process or any information knowingly withheld, could make the application invalid, in which case you will cancel the grant and reclaim any money we have received; and
- I agree that you can check, with others, the information on this application form and any supporting documents.
- I authorise you to insert the necessary wording in the contract in the blank spaces.
- I authorise you to add special conditions including any conditions that are needed by those making the award decisions.
- I authorise you to date the contract, and so make it effective.
- I understand that you may substitute the form of contract if the project means that the standard form is not appropriate.

This must be someone other than the main contact named in Question 10.

Signed

[Redacted signature box]

Please print name

[Redacted name box]

Date

17 3 08

Job title

Town Mayor

Section M: Contract

(we will fill in any sections marked with an *)

Please print this section, initial each page, sign where indicated and send to us with your floppy disk.

This Contract is between the Trustees of the National Heritage Memorial Fund of
7 Holbein Place, London, SW1W 8NR

('we', 'us', 'our') and *

LONGRIDGE TOWN COUNCIL

CONTRACT

of *

COUNCIL OFFICES, STATION BUILDINGS, BERRY LANE,
LONGRIDGE, LANCASHIRE, PR3 3JP

(you,your)

Date: *

29 SEPTEMBER 2008

• Application – any documents or information you send us to support your request for a grant and identified in our records under application number *.

HG-07-01682

- Approved Purposes – the purposes for which you have applied for the Grant and how you plan to carry out those purposes as set out in your Application (taking account of any changes we and you have agreed in writing up to the date of our decision to award you the Grant and any changes that we tell you about in our letter awarding you the Grant). Approved Purposes include receiving and using partnership funding as set out in your Application.
- Approved Usage – how you said you would use the Property in your Application (allowing for any changes that we may have agreed up to the date of this Contract).
- Monitoring Documents – the documents we publish from time to time to guide you and regulate the conduct of the Approved Purposes, insurance, publicity, how we pay the Grant, how we recover the Grant, project monitoring and changes to the Grant.
- Property – the Property referred to in your Application and briefly described as. *

OLD STATION BUILDING, LONGRIDGE

It includes any property that you buy, receive or restore, or property that is otherwise funded by the Grant, and any documents that you produce or order as part of the Approved Purposes.

• The Grant - *

TWO HUNDRED AND TWENTY ONE THOUSAND SIX HUNDRED

Pounds *

£221,600

This is the amount given in our letter telling you about our grant award.

You and we agree to the following.

- 1) You will use the Grant only for the Approved Purposes, unless you get our approval beforehand.
- 2) You will achieve the Approved Purposes by (the Grant Expiry Date). *

28 FEBRUARY 2010

[We will write in this date, by which you expect to fully achieve the Approved Purposes, allowing for any period for you to withhold contractors' fees following practical completion.

- 3) You will use the Property, or allow it to be used, only for the Approved Usage.
- 4) As well as the terms of this Contract, you will follow the conditions (if any) set out in our letter awarding you the Grant and meet the conditions and requirements contained in the Monitoring Documents.
- 5) You will carry out the Approved Purposes in line with current best practice and to a standard that is appropriate to a project of importance to the national heritage.
- 6) You will not start work to achieve the Approved Purposes without our approval beforehand.
- 7) You will send us, in line with our instructions, the relevant information we ask for in the Monitoring Documents.
- 8) You will give us any financial or other information and records we may need from time to time on the Grant, the Property, the Approved Purposes (and achieving them) and the Approved Usage.
- 9) You will allow us (or any people we authorise) to have any access we may need to:
 - a. inspect the Property and any work to the Property;
 - b. monitor the conduct and progress of the Approved Purposes; and
 - c. monitor the Approved Usage.
- 10) If we (or any person we authorise) make any recommendation on the matters set out in clause 9, you will consider those recommendations when meeting your obligations under this Contract.
- 11) You will take appropriate steps to monitor your own success in achieving the Approved Purposes and in using the Property for the Approved Usage.
- 12) Before you start any phase of the work needed to achieve the Approved Purposes, you will sign and date all necessary contracts with contractors and professional advisers to allow you to finish that phase of the work. Each contract you sign and date must be on terms that an employer with relevant experience would enter into for contractors to provide similar work or services for projects of the same size, value, complexity and importance as the Approved Purposes. The contracts must contain a clause which allows you to withhold the contractors' fees until practical completion. If you want any contracts to be on different terms, you must get our approval beforehand.
- 13) If the Approved Purposes involve buying goods or services or getting work done, you will get tenders in line with the Monitoring Documents.
- 14) You will continue to own the Property and keep full control over what happens to it. You will not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our approval beforehand. If we give you our approval, it may depend on any of the following requirements.
 - a. That you pay us a share of the net proceeds of selling or letting the Property (we will work out the share in line with the Monitoring Documents).
 - b. That you sell or let the Property at the full market value.

c. Any other conditions as we think fit.

15) You will maintain the Property in good repair and condition. If the Approved Purposes include creating, repairing or restoring property, you will maintain the Property in good repair and condition after it has been created, repaired or restored.

16) You will insure the Property to the standard as set out in (and use any proceeds of the insurance in line with) the Monitoring Documents.

17) You will keep any objects or fixtures that form part of the Property in a physically secure and appropriate environment.

18) You will tell us, in writing, within five working days about any significant loss or damage to the Property.

19) You will arrange for the general public to have appropriate access to the Property. You will make sure that no person is unreasonably denied access to the Property.

20) Before we make any public announcement of the Grant, you will not issue any public statement, press release or other publicity in relation to the Grant or which refers to us, other than in a form we have approved beforehand.

21) Once we have announced the Grant, you must acknowledge the Grant publicly in line with the Monitoring Documents and 'How to acknowledge your grant' guidance. You must fulfil the minimum requirements as set out for the kind of project you are running. You must also provide us with photographs or transparencies or high resolution digital images in electronic format of your project and meet any other acknowledgement or publicity requirements we may tell you about from time to time.

22) You give us the right to use the photographs you send us. You must get any permission you need for you to use the photographs before you send them to us or before you use them.

23) We will make the purpose and amount of the Grant public in whatever other way we think fit.

24) We will, up to the Grant Expiry Date, pay you the Grant or any instalment of it in line with this Contract and the procedures and terms set out in the Monitoring Documents as long as:

a. the National Lottery continues to operate under the National Lottery etc. Act 1993 (as amended from time to time), and enough funds are made available to us under the Act; and

b. we are satisfied that you are achieving (and will continue to achieve) or have achieved the Approved Purposes in line with this Contract, and that you are spending the Grant in proportion to any other funds you receive from other sources for the Approved Purposes.

25) We confirm that the Grant is recorded in our accounts as a firm commitment to pay the money.

26) You acknowledge that the Grant is the total amount of funds we will provide and will not be increased as the result of you overspending or for any other reason.

27) You must repay to us immediately any Grant that we have paid you (and we will stop any future instalments of the Grant) if:

a. you fail to keep to clause 1 or 2 (unless the failure was to achieve the Approved Purposes by the Grant Expiry Date and the failure happened due to events beyond your control);

b. you no longer operate, or you are declared bankrupt or placed into receivership or liquidation;

c. you have in, our opinion, put fraudulent, incorrect or misleading information in your application form;

d. you have acted negligently in any significant matter or fraudulently in connection with the Approved

CONTINUED

Purposes or the Approved Usage; or

e. any competent authority directs the repayment of the Grant.

28) You must repay to us any Grant that we have paid you (or any smaller amounts we ask you to repay) if we tell you that you must repay it for any of the following reasons. (We will also stop any future payments of the Grant.)

a. There is a significant change in your status.

b. We are satisfied that you have used any fraudulent, incorrect or misleading information to fill in any Monitoring Documents or to provide other information to us.

c. You knowingly withhold information that is relevant to the content of the Application.

d. You fail to keep to any of the terms of this Contract (other than under clause 28).

29) If you have to repay the Grant as a result of:

a. a change of ownership of all or part of the Property;

b. a significant change in your status;

c. a change from the Approved Purposes or Approved Usage; or

d. you no longer operating due to a merger with, or the transfer of functions to, another organisation; you, the new organisation or the new owner must, within 90 days of the terms being broken, send us a new version of your Application to consider.

30) We may decide not to ask you to repay the Grant (or any part of it as we think fit) if we agree to the new application and you, the new organisation or the new owner enters into a new grant contract with us on any terms as we think fit.

31) If you achieve the Approved Purposes without spending the full amount of the Grant, you must pay back the part of the Grant you have not spent. We will assume that you have spent the Grant in proportion to other funds you received from other sources for the Approved Purposes.

32) If you sell or otherwise part with all or part of the Property without our permission under clause 14 or 30, or you receive money in some other way as a result of the terms being broken, you may have to pay us immediately a share of the net proceeds (we will work out the share in line with the Monitoring Documents) if that share is more than the amount we would otherwise be entitled to under clause 28 or 29.

33) You may not, and will not claim to, transfer the Grant or this Contract, or any rights under this Contract.

34) You will take all steps and sign and date any documents as may be necessary to carry out your obligations under this Contract and to give us the rights granted to us under this Contract.

35) If you are made up of more than one person, any liability under this Contract will apply to you all together and separately.

36) We may rely on any of our rights under this Contract at any time, even if we do not always choose to do so. If we decide not to rely on one right, we may still rely on any of our other rights under this Contract.

37) If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under this Contract if we (or any person we authorise) give it to you in writing.

38) Any notice, request or other document we or you send to each other under this Contract will be delivered or sent by first-class post to the addresses in this Contract, or to any other addresses we

CONTINUED

may specify.

39) Any documents you need to send us under this Contract are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.

40) The conditions of this Contract last for *

TEN

years from the date of this Contract.

41) The conditions in this Contract cannot be enforced by any person other than you and us.

42) This Contract will no longer be in force if (before you receive any Grant and, in any event, within 14 days of the date of this Contract) you tell us in writing that you do not want to receive the Grant.

Signed on behalf of the Trustees of the National Heritage Memorial Fund *

[Redacted signature box]

Signed on your behalf

[Redacted signature box]

Your name or names:

[Redacted name box]

Your job title

Torin Meyer

This must be someone other than the main contact named in Question 10.

Important notes

If you are offered a grant, we ask you not to make any comment to the media or public until the wording of an announcement has been agreed with the Heritage Lottery Fund. If you have any questions about information we give to the media, please contact our Press Office at our head office.

Appendix 1a - Offer Letter

North West
9th Floor
82 King Street
Manchester M2 4WQ

Telephone
0161 831 0850
Facsimile
0161 831 0851

Textphone
020 7591 6255
Website
www.hlf.org.uk



2 October 2008

Our Ref: HG-07-01682

[REDACTED]
Longridge Town Council
Station Buildings
Berry Lane
Longridge
Preston
PR3 3JP



COPY

Restoration & Conversion of the Old Station Building, Longridge

Congratulations! Your application has been assessed, and I am pleased to inform you that we have decided to award you a grant of up to £221,600 (43% of the total eligible project cost of £512,881) towards the restoration and conversion of the Old Station Building, Longridge.

Please be aware that if you spend less on your project than the approved project budget, we will reduce the final grant payable. Any reduction will be in proportion to HLF's grant contribution.

The attached appendix sets out the main elements of the project to which HLF has agreed to contribute along with the anticipated partnership funding.

The following documents define the project for which the grant is offered:

1. This letter
2. Your application dated 17 March 2008
3. Documents submitted by you in support of your application

This award has been made in accordance with the signed Contract submitted with your application. The Contract is between Longridge Town Council and the Trustees of the National Heritage Memorial Fund. The Contract has now been signed on behalf of NHMF and I enclose a photocopy of the Contract along with the following Monitoring Documents:

- Monitoring Guidance document
- Grant Payment Request 1 form
- Grant Payment Request 2 form
- Grant Payment Request 3 form
- How to Acknowledge Your Grant guidance
- Hitting the Headlines
- Photo-call Template
- Press Release Template
- Taking Pictures Template

Please read the Contract in conjunction with all of the Monitoring Documents which have the same legal status as the Contract.

The Monitoring Documents enclosed provide more information about our procedures and will guide you through the monitoring process, explaining the information you may need to provide.

You can now complete your Grant Payment Request forms on-line, although you will still need to send some information to us in the post. Please let us know (within 15 working days) if you wish to use this payment request method, and provide us with an up to date email address. We will then contact you by e-mail to give you further information and tell you when a form is ready for you to complete. You will be given a user name and password to log into your e-monitoring account via our website.

I look forward to receiving the Grant Payment Request 1 form **within 20 working days from the date of this letter**. However, if you have any difficulties in meeting this deadline, please let me know. **Please note that you must not commence project work until HLF has signed and returned the Grant Payment Request 1 form.**

For us to pay your grant requests by BACS, we need to see a copy of a recent bank statement (within the last three months), or a cheque, or a paying in slip for the relevant account, showing the bank's name and address.

It is important to publicise your award to local media so that lottery players know where their money has gone. However you must keep your award confidential until we have discussed and agreed your publicity plans. We will publish the fact that you have been awarded a grant on our website within 10 days of the grant being awarded. I can assist you with queries about publicity and the media and I have enclosed a template press release which you may find helpful to issue to media once your publicity plans have been agreed.

Please also contact me as soon as possible to agree the most appropriate location and nature of HLF acknowledgment for your project both during and after its completion. This includes making sure you include our logo on any information you produce about your project, for example, on public consultation or fundraising information or materials. You must also include our logo on all designs or plans you produce, on all specialist reports, or surveys and on all tender documents that are funded by our grant. Please refer to the enclosed How to Acknowledge Your Grant guidance which explains how to do this.

Please also liaise with me throughout your project to discuss any celebration or marking of a project achievement, such as the laying of a foundation stone or opening event, at which a representative from HLF can attend and speak on behalf of the lottery players who made the project possible.

I wish you every success with your project. Please contact me if you have any queries arising from this letter.

[REDACTED]

Grants Officer

Direct Line: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

Appendix I – Breakdown of costs

Appendix I: Cost Breakdown

CAPITAL COSTS

Repair and Conservation Work

Alterations to existing station	Stripping out	£6,500
	Remedial work to doors	£10,707
	Profile ceiling	£4,000
	Replaster walls	£5,786
	External walls becoming external	£750
	Open up existing flu of fireplace	£3,000
	Doors	£2,000
	Windows	£5,930
	Skirtings	£3,000
	Joinery sundries	£1,000
	Plumbing	£4,640
	Heating and hot water	£8,000
	Electrical installation	£15,270
	Finishings	£1,500
	Decoration	£6,850
	Drainage	£2,000
Extension to canopy area	Suspended floor slab with flag finish	£9,342
	Roof	£14,280
	Cast iron brackets	£10,500
	Eaves and cast iron rainwater installation	£5,400
	Clock	£750
	Decoration exterior	£3,500
Contingency		£6,235
Total repair and conservation work		£130,940

Building Work

Preliminaries		£35,000
Alterations to existing station	Alteration works	£3,500
	Works to ceilings	£2,730
	Works to walls	£4,332
	Partitions	£5,265
	Doors	£3,310
	Rooflights	£3,600
	Monodraught	£3,500
	Reception counter	£2,800
	Food counter	£2,710
	Kitchen fittings	£400
	Joinery sundries	£1,200
	Plumbing	£1,300
	Gas	£900
	Finishings	£8,174
	Furnishings	£5,140

Extension to canopy area	Strip footings	£6,600
	Suspended floor slab with flag finish	£4,319
	Steel sub frame	£8,528
	Patent glazed enclosure	£40,500
	Heating	£4,000
	Electrics	£2,560
	Furnishings	£2,540
	Drainage	£2,000
Paved area to rear of war memorial	Site clearance	£3,300
	Excavation and re levelling	£2,750
	Pavings	£15,378
	Drainage	£10,130
	Ramp	£15,609
	Landscaping	£6,050
	Furniture	£2,200
	Lighting	£2,640
Sundries	Relevelling to rear of station	£1,500
	Benching	£8,000
	Signage and lighting	£4,000
	Security	£4,750
	Hand dryers	£360
	Electrical	£2,500
	Resiting gas main	£19,260
		£12,667
Alterations to incoming supplies		
Contingency		
Total Building Work		£266,002

Professional fees relating to above costs
Total Professional fees relating to above costs

£41,132

Equipment including computer hardware

Digital projector and bracket	£1,200
Screen	£75
Laptop	£450
Computer equipment for archive	£725
Microsoft Office	£200
Broadband Year 1	£240
Moveable display screens	£1,500
Fixed display screens	£2,000
Sound playing equipment	£900
Total equipment including computer hardware	£7,290

TOTAL CAPITAL COSTS

£445,364

ACTIVITY COSTS

Staff Costs

Heritage Project Officer for 18.5 hours per week for 36 months	£41,000
--	---------

Casual Heritage Project Officer for 4 months per year, 18.5 hours per week		£6,312	
Total Staff Costs			£47,312
Recruitment Costs			
Total Recruitment Costs			£500
Project specific costs			
Exhibition Board System		£8,400	
Website development		£1,360	
Total Project specific costs			£9,760
Training for Staff and volunteers			
Total Training for staff and volunteers			£1,500
Travel for Staff and volunteers			
Total Travel for staff and volunteers			£1,450
TOTAL ACTIVITY COSTS			£60,522
OTHER COSTS			
Contingency for activity costs		£3,026	
Inflation		£3,969	
TOTAL OTHER COSTS			£6,995
PARTNERSHIP FUNDING			
Cash from your organisation			£2,500
Sources of other grants and donations - secured	Lancashire County Council (LCC) Environmental Projects Team	£24,000	
	Lancashire Environmental Fund	£25,000	
	Longridge Heritage Committee	£2,000	
	RVBC Conservation Budget	£2,000	
	RVBC Longridge Grant Scheme	£89,900	
	Lancashire Rural Futures	£3,990	
	Longridge Social Enterprise Company	£5,000	
	Lancashire Small Sites Reclamation Programme	£15,000	
	Longridge Local History Society	£1,500	
	Lancashire County Council extra support for programmes	£25,000	
	LCC Climate Change	£7,500	£200,890
Sources of other grants and donations - unsecured	Biffa Landfill Community Fund (in principle approval)	£45,000	
	Lancashire County Developments Ltd	£42,885	£87,885
TOTAL PARTNERSHIP FUNDING			£291,275
TOTAL PROJECT COSTS			£512,881
TOTAL PARTNERSHIP FUNDING			£291,275
HLF Grant request			£221,600*
HLF Grant %			43.21%

*£6 shortfall due to HLF rounding down

Appendix 2 - Grant Conditions

You and we agree to the following.

14) You will continue to own the Property and keep full control over what happens to it. You will not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our approval beforehand. If we give you our approval, it may depend on any of the following requirements.

- a. That you pay us a share of the net proceeds of selling or letting the Property (we will work out the share in line with the Monitoring Documents).
- b. That you sell or let the Property at the full market value.

c. Any other conditions as we think fit.

15) You will maintain the Property in good repair and condition. If the Approved Purposes include creating, repairing or restoring property, you will maintain the Property in good repair and condition after it has been created, repaired or restored.

16) You will insure the Property to the standard as set out in (and use any proceeds of the insurance in line with) the Monitoring Documents.

17) You will keep any objects or fixtures that form part of the Property in a physically secure and appropriate environment.

18) You will tell us, in writing, within five working days about any significant loss or damage to the Property.

19) You will arrange for the general public to have appropriate access to the Property. You will make sure that no person is unreasonably denied access to the Property.

20) Before we make any public announcement of the Grant, you will not issue any public statement, press release or other publicity in relation to the Grant or which refers to us, other than in a form we have approved beforehand.

Purposes or the Approved Usage; or

e. any competent authority directs the repayment of the Grant.

28) You must repay to us any Grant that we have paid you (or any smaller amounts we ask you to repay) if we tell you that you must repay it for any of the following reasons. (We will also stop any future payments of the Grant.)

- a. There is a significant change in your status.
- b. We are satisfied that you have used any fraudulent, incorrect or misleading information to fill in any Monitoring Documents or to provide other information to us.
- c. You knowingly withhold information that is relevant to the content of the Application.
- d. You fail to keep to any of the terms of this Contract (other than under clause 28).

29) If you have to repay the Grant as a result of:

- a. a change of ownership of all or part of the Property;
- b. a significant change in your status;
- c. a change from the Approved Purposes or Approved Usage; or
- d. you no longer operating due to a merger with, or the transfer of functions to, another organisation; you, the new organisation or the new owner must, within 90 days of the terms being broken, send us a new version of your Application to consider.

30) We may decide not to ask you to repay the Grant (or any part of it as we think fit) if we agree to the new application and you, the new organisation or the new owner enters into a new grant contract with us on any terms as we think fit.

31) If you achieve the Approved Purposes without spending the full amount of the Grant, you must pay back the part of the Grant you have not spent. We will assume that you have spent the Grant in proportion to other funds you received from other sources for the Approved Purposes.

32) If you sell or otherwise part with all or part of the Property without our permission under clause 14 or 30, or you receive money in some other way as a result of the terms being broken, you may have to pay us immediately a share of the net proceeds (we will work out the share in line with the Monitoring Documents) if that share is more than the amount we would otherwise be entitled to under clause 28 or 29.

33) You may not, and will not claim to, transfer the Grant or this Contract, or any rights under this Contract.

34) You will take all steps and sign and date any documents as may be necessary to carry out your obligations under this Contract and to give us the rights granted to us under this Contract.

35) If you are made up of more than one person, any liability under this Contract will apply to you all together and separately.

36) We may rely on any of our rights under this Contract at any time, even if we do not always choose to do so. If we decide not to rely on one right, we may still rely on any of our other rights under this Contract.

37) If you need our approval for anything, you must write to us to ask for it. You may only rely on any approval needed under this Contract if we (or any person we authorise) give it to you in writing.

38) Any notice, request or other document we or you send to each other under this Contract will be delivered or sent by first-class post to the addresses in this Contract, or to any other addresses we

may specify.

39) Any documents you need to send us under this Contract are for our own purposes only. If we approve or accept any documents, this does not mean that we have approved or accepted them for any other purpose.

40) The conditions of this Contract last for *

TEN

years from the date of this Contract.

41) The conditions in this Contract cannot be enforced by any person other than you and us.

42) This Contract will no longer be in force if (before you receive any Grant and, in any event, within 14 days of the date of this Contract) you tell us in writing that you do not want to receive the Grant.

Signed on behalf of the Trustees of the National Heritage Memorial Fund *

[Redacted signature]

Signed on your behalf

[Redacted signature]

Your name or names:

[Redacted name]

Your job title:

Trustee Member

This must be someone other than the main contact named in Question 10.

- Appendix 3 From Steve Ashcroft

To Longridge Town Council Councillors

Longridge Heritage Trust

Establishment of Licence to Occupy the Old Station Building

From reading the recent minutes of the Estate Committee I note that the issue of a license for the Heritage Trust to occupy the Old Station Building has been discussed. As I understand it, the Trust is being invited to sign a license which would give it the right to occupy the building for a three year period, which could be extended, in return for a payment of £1000. The draft license also allows the Council to give six months notice for the Trust to vacate the premises.

I believe these terms are not in the best interest of the Trust and go against the principles under which the Heritage Centre was established.

In 2008 Longridge Town Council was successful in its application to the Heritage Lottery Fund to refurbish the former station building and establish a Heritage Centre. On completion in 2010 the Town Council assumed responsibility for the building but there does not appear to have been any proposal to agree a right of occupancy for the Centre.

The Town Council formally transferred responsibility for the building to the Longridge Social Enterprise Company (LSEC) which did not require the Heritage Centre to have a license. Subsequently, the Town Council took back responsibility for the building.

Had a right of occupancy been negotiated in 2010 I do not believe either the Heritage Lottery Fund or the people of Longridge and other local organisations who made financial contributions would have found it acceptable to have a situation whereby the Town Council could evict the Heritage Centre from the building which was primarily created for that purpose.

In many ways the Heritage Centre is the jewel in the Longridge crown and produces publications and exhibitions of the higher highest standard. As such the Town Council should recognise it as a significant asset to the town and find ways to support the Trust including financially.

The Heritage Trust needs certainty about its future and the this can be achieved by agreeing a Licence which is fair to both parties. A Licence which grants occupancy in perpetuity for a peppercorn rent would achieve that and demonstrate that the Town Council was abiding by the original intention of the bid it made to the Heritage Lottery Fund.

Steve Ashcroft

I am writing as an interested and concerned resident with no formal connection to the Heritage Trust.

13th January 2025

Meeting:	Full Council
Meeting Date:	12 February 2025
Title:	Grant Applications - Further Considerations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For 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.

2. Little Green Bus Company.

Members are reminded that at their meeting in 11 December 2024 they requested the Clerk to contact the Little Green Bus Company and ask them to:

- a. Complete the Town Council's Grant Application Form.

Response: See Appendix 1.

- b. Explain their level of reserves (£378,936) as shown on their balance sheet.

Response: *These are restricted reserves that have been raised for the purchase of new minibuses in the future.*

- c. Provide details of the benefits the residents of Longridge receive from the Little Green Bus scheme

Response:

- *We have a shopping bus that picks up every Monday in Longridge and visits the supermarkets in Longridge for the passengers to do their shopping.*
- *Members of Longridge also take advantage of our car scheme which they use to get to important medical appointments that they require.*
- *The other service we offer is Day trips out to various destinations which quite a few members of Longridge use also, we get very good feedback on these trips and are getting popular every year.*
- *Without the service most of the members of Longridge that use us would struggle with getting their essential shopping and medical care.*

3. Friends of the Civic Hall.

Members are asked to consider making a donation to the Friends of the Civic Hall, in appreciation of the work undertaken regarding D-Day and Remembrance Sunday commemorations in 2024. Members should note that in January 2024 they agreed to donate £300 in appreciation of work undertaken on 2023 Remembrance Sunday commemorations.

4. Members are recommended:

- a. To re-consider the application from the Little Green Bus Company.
- b. To consider providing a donation to the Friends of the Civic Hall as set out in the Report.



Longridge Town Council Grant Application

Thank you for applying for a grant from Longridge Town Council. Your application will be considered by a small Committee of Councillors who will make recommendations to Full Council.

The Committee will carefully consider your application, so please provide all the information requested. Please also supply any additional information you think will help Councillors understand your need for financial support. If you wish to discuss your application please contact Mike Hill, the Town Clerk, using the telephone number or email address below.

Name of Organisation	LITTLE GREEN BUS		
Address of Organisation. This should be the base if you have, or the venue where your activities are usually carried out.			
UNIT 3, UPBLOCKS INDUSTRIAL ESTATE, CLITHEROE, BB7 1PL			
Charity Number (if applicable). If you are not a registered charity please enclose a copy of your constitution, and a copy of your most recent accounts.			
Constitution attached		Copy of accounts attached	
Charity Number	114 0118		
Contact Name. Person completing this form. Please indicate your role within the organisation or group e.g. Secretary, Treasurer.			
MANAGER - ADRIAN CLARK			
Contact Address. Of the person completing this form including post code.			
UNIT 3, UPBLOCKS INDUSTRIAL ESTATE, CLITHEROE, BB7 1PL			



Longridge Grant Application

Town Council

Telephone:	01200 444484	Mobile:	
Email:	aclarke@littlegreenbus.org.uk		

Briefly describe the objectives of the organisation or group and how it benefits the residents of Longridge.

We provide community transport in the Ribbles Valley for those who are unable to access public transport. The people that will benefit from our services will be mainly elderly and venerable members of the community by the very nature that for a variety of reasons, they are unable to access public or other transport, either due to the fact that it no longer exists or they are not mobile enough to access what services remain due to physical and mental impairment. Little Green Bus has a proven track record of delivering door-to-door transport services that made real difference to people's lives whilst at the same time enabling them to maintain their independence and dignity in their later years.

Purpose for which any financial support is requested.

To continue providing our services for members of the community who need us the most which include:-

- Providing door-to-door, safe, caring and professional transport for the most elderly and often immobile and venerable members of your parish
- Providing a volunteer car scheme that takes elderly passengers to medical appointments



Longridge Town Council Grant Application

Amount Requested:

Please describe the level of financial support requested from the Council, and supply details of costs, including copies of invoices, quotations, price lists, or any additional information to show how you have arrived at the sum requested.

Amount Requested

£ 250

Details:

Please be aware, on our accounts we have restricted reserves which are for purchases of new minibuses for the future.

Confirmation:

I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant has been awarded does not take place.

I confirm that the information given above is correct.

Name of Applicant (please print) *ADRIAN CURRIS*

Signature of Applicant:

Date:

06/01/2024

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

clerk@longridge-tc.gov.uk

01772 782 461

07855 183 444

www.longridge-tc.gov.uk



Agenda Item 11

For Information/Discussion

Meeting:	Full Council
Meeting Date:	12 February 2025
Title:	2025 VE Day Commemorations
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider activities for 2025 VE Day and VJ Day commemorations.

2. Background.

VE Day in 2025 marks the 80th anniversary of the end of the Second World War, with two key dates, Thursday 8 May and Friday 15 August.

- Thursday 8 May is Victory in Europe Day (VE Day) – the day the German forces surrendered to the Allied forces.
- Friday 15 August is Victory over Japan Day (VJ Day). This is the day on which Imperial Japan surrendered, in effect bringing World War Two to an end.

3. Introduction.

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

4. Members are recommended:

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

Agenda Item 12

For Information/Discussion



Longridge
Town Council

Meeting:	Full Council
Meeting Date:	12 February 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

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.

Application:	3/2024/0903 – 13/12/24 Applications for full consent
Proposal:	Proposed removal of boundary wall and toilet block. Construction of single-storey extension to rear.
Location:	2 Cockleach Cottages Chipping Road Longridge PR3 2NB
Link:	Planning Application - Ribble Valley Borough Council
Application:	3/2024/0983 – 13/12/24 Variation of Condition
Proposal:	Variation of condition 17 (SW drainage) on permission 3/2021/1262 for the erection of 4no. commercial units (Use Class E) to allow the verification report to be provided after the commencement of works
Location:	Land at the north of the Chapel Hill site Longridge
Link:	Planning Application - Ribble Valley Borough Council
Application:	3/2024/0985 – 13/12/24 Applications for full consent
Proposal:	Proposed installation of air source heat pump to side.
Location:	Meadowside Lower Road Longridge PR3 2YN
Link:	Planning Application - Ribble Valley Borough Council

Application:	3/2024/1030 – 10/01/25 Variation of Condition
Proposal:	Variation of Condition 1 (approved plans) of planning permission 3/2021/0010 (for Variation of condition 1 of 3/2018/0975 proposed plot substitutions and house types) to regularise finished floor levels as built.
Location:	Land east of Chipping Lane Longridge
Link:	Planning Application - Ribble Valley Borough Council

Application:	3/2024/1040 – 17/01/25 Variation of Condition
Proposal:	Proposed demolition of existing conservatory and replacement with single-storey extension to rear.
Location:	Alston Lane Farm Alston Lane Longridge PR3 3BN
Link:	Planning Application - Ribble Valley Borough Council

Application:	3/2024/1039 – 31/01/25 Variation of Condition
Proposal:	Variation of condition 2 on planning permission 3/2020/0498 for proposed construction of three holiday cottages with associated parking and amenity areas.
Location:	Land to the North of Beech House Alston Lane Longridge PR3 3BN
Link:	Planning Application - Ribble Valley Borough Council

Application:	3/2025/0044 – 31/01/25 Variation of Condition
Proposal:	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
Location:	32 Hacking Drive Longridge PR3 3FP
Link:	Planning Application - Ribble Valley Borough Council

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

Application:	3/2024/0121 - 13/12/2024
Proposal:	Proposed extension of farmhouse and conversion of attached existing agricultural barn and adjacent agricultural building to form extended dwelling including creation of basement level with subterranean parking; demolition of other agricultural buildings and replacement with new agricultural stock shed with solar panels and new agricultural storage building to west of farmhouse
Location:	Cuckoo Hall Higher Road Longridge PR3 2YX
Decision:	Approved with conditions

Application:	3/2024/0765 – 13/12/2024
Proposal:	Proposed single-storey extension to side and rear and enlargement of rear dormer.
Location:	3 Hoghton Road Longridge PR3 3UA
Decision:	Approved with conditions

Application:	3/2024/0802– 13/12/2024 (Cllr. Walker has interest)
Proposal:	Proposed B2 industrial unit 59.5m sq. behind existing industrial unit of 169m sq.
Location:	Central Garage Warwick Street Longridge PR3 3EB
Decision:	Refused

Application:	3/2024/0883 – 13/12/2024
Proposal:	Proposed conversion of former <u>joiners</u> workshop to two-bedroom, single-storey dwelling and garage
Location:	George Street Longridge PR3 3JS
Decision:	Refused

Application:	3/2024/0973 – 13/12/2024
Proposal:	Fell T1 Sycamore, Fell T2 Red Oak, reduce G1 mixed group of conifers, mixed shrubs and red oaks by 30%, crown raise the retained two red oaks to 3-4m and remove an ash stump.
Location:	The Old Vicarage Market Place Longridge PR3 3RR
Decision:	Approved with conditions

Application:	3/2024/0637 – 20/12/2024
Proposal:	Proposed improvements and addition of entrance features at two vehicular entrances off Higher Road. Involving new walls, gates, water features, sign boards, pedestrian access to visitor centre, and associated hard and soft landscaping.
Location:	Beacon Fell View Caravan Park Higher Road Longridge PR3 2TF
Decision	Approved with conditions

Application:	3/2024/0618 – 03/01/2025
Proposal:	Proposed change of use of a building and yard from agricultural to industrial storage and hardstanding. Replacement of existing walls and roof with new cladding and new roller shutter doors.
Location:	Bolton Fold Farm Alston Lane Longridge PR3 3BN
Decision	Approved with conditions

Application:	3/2024/0788 – 03/01/2025
Proposal:	Proposed conversion of loft and installation of dormers to front and rear roof slopes.
Location:	1 Wheatley Drive Longridge PR3 3TT
Decision	Approved with conditions

Application:	3/2021/0275 – 10/01/2025
Proposal:	Proposed erection of 8 new dwellings and associated works.
Location:	Land Behind The Dog Inn Market Place Longridge PR3 3RR
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.

Agenda Item 13

For Information



Meeting:	Full Council
Meeting Date:	12 February 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 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

3. 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.

4. 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

5. 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

6. 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

7. 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
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8. Members are recommended:

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