



Longridge Town Council

AGENDA

To the Mayor and Members of Longridge Town Council, you are summoned to attend the meeting of the Town Council on Wednesday 17 July 2024 at 7pm 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 Full Council Meeting held on 12 June 2024 and the Extraordinary Council Meeting held on 13 June 2024**
- 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) to approve:

- Schedule of Payments as set out in the Report

- 7. Grant Applications.**

Report of the Clerk (enclosed) for members to consider grant applications from Love Longridge Limited and from the Thursday Group (for children and siblings with autism).

- 8. Shared Calendar.**

Verbal report by the Clerk for members to consider using a shared calendar.

ITEMS for INFORMATION/DISCUSSION

9. Mayoral Allowance.

Verbal update from Cllr. Rogerson.

10. Co-option Process for a Town Councillor Casual Vacancy.

Report of the Clerk (enclosed) updating members on the process of co-opting a Town Councillor.

11. Planning and Licence Applications.

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

12. Date of Next Meeting.

For members to set a date for the next meeting of the Full Council.

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.


13. Application for Town Councillor.

Report of the Clerk (enclosed) for members to consider an application for a Town Councillor by co-option.

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




c/o 14 Longridge Road,
Chipping, Preston, Lancashire,
PR3 2QD

Longridge Town Council - Mission Statement

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

Agenda Item 4a

<p>Longridge Town Council</p> <p>Council Offices, The Station Building Berry Lane, Longridge. PR3 3JP</p> <p>Telephone: 01772 782461 email: clerk@longridge-tc.gov.uk website: www.longridge-tc.gov.uk</p>	
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Mission Statement

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

Minutes of the Longridge Town Council Meeting held in the Station Buildings, Longridge on Wednesday 12th June 2024 at 7pm.

Present:

Cllr J Rogerson (Mayor) Cllr R Walker
Cllr K Spencer Cllr P Smith
Cllr L Jameson
Cllr Rainford
Cllr Stubbs

Town Clerk – Gill Flynn.
Two members of the public.

1120/24 Mayor's welcome.

The Mayor welcomed everyone to the meeting.

1121/24 To receive apologies.

Cllr R Beacham, Cllr D Jackson, Cllr R Ray.

1122/24 Declarations of interests.

Cllr Walker declared a prejudicial interest in the Heritage Centre enquiries (window vinyl) agenda item as a prospective supplier.

Cllr Rogerson declared an interest in the Girl Guide Hut and Goosnargh and Longridge Show grant applications as a trustee.

1123/24 Public participation.

None.

1124/24 Minutes of council meetings.

It was resolved that the minutes be approved and signed by the Mayor.

Proposed by Cllr Rogerson.

Seconded by Cllr Walker.

1125/24 Planning & licence applications.

3/2024/0310 Retention of unauthorised works to Listed Building including replacement windows and doors, removal of window and insertion of new UPVC double door opening to access attached balcony to rear. Alter or Extend a Listed Building. Development Description: Development Address: 10 Higher Road Longridge.

The town council would like the planning officer to be consistent in following the confines of the listed building regulations and to take into consideration that the property is in a conservation area and that permitted materials are used for the works. Neighbours comments should also be taken into consideration before decision.

3/2024/0291 10/05/2024 Planning permission for two storey extension to rear. Applications for full consent: Development Address: 38 Higher Road Longridge PR3 3SX & 3/2024/0371 10/05/2024 Listed Building Consent for two storey extension to rear. Alter or Extend a Listed Building Development Description: Development Address: 38 Higher Road Longridge PR3 3SX.

The town council would like the planning officer to be consistent in following the confines of the listed building regulations and to take into consideration that the property is in a conservation area and that permitted materials are used for the works.

3/2024/0369 21/05/2024 Non material amendment to application 3/2022/0593 involving change of pitched roof with skylights to flat roof with lantern lights. Non-Material amendment. Development Address: 17 Crumpax Avenue Longridge Preston PR3 3JQ.

The town council has no observations.

3/2024/0352 21/05/2024 Proposed replacement of roof covering, construction of new gable wall and like for like repairs. Applications for full consent. Development Address: Ribble Valley Shelving Unit 1 Shay Lane Industrial Estate Shay Lane Longridge.

The town council has no observations.

3/2024/0389 17/05/2024 Approval of details reserved by conditions 8 (tree and hedgerow protection), 9 (construction traffic management plan), 14 (surface water drainage strategy), 15 (construction SW management plan), 16 (SW drainage operation and maintenance manual), 17 (SW verification report) and 20 (Phase 2 land contamination report) of planning permission 3/2021/1262.

The town council has no observations.

1126/24 To consider the Budget Committee's minutes and report from the last meeting.

Girl guiding grant

It was resolved that a grant of £5000 be awarded.

Proposed by Cllr Spencer.

Seconded by Cllr Stubbs.

Goosnargh and Longridge Show

It was resolved that a grant of £1650.00 be awarded.

Proposed by Cllr Smith.

Seconded by Cllr Stubbs.

D Day celebrations (Friends of Civic Centre)

It was resolved that a donation of up to £500 will be given once the receipts are received for the purchases.

Proposed by Cllr Rogerson.

Seconded by Cllr Walker.

Planter purchase and siting

The town council will review all the planters and sizes for replacement before more quotes are sought.

1127/24 Finance

To authorise the following payments:

Payee	Description	Amount	Method
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Rosemary Glen	Cleaning Station Buildings	£554.64	BACS
SY Maintenance	Caretaker	£216.99	BACS
Terry Lewis	Gardener	£200.00	BACS
British Gas	Electricity invoice	£1438.46	DD
Easy Websites	Monthly payment for hosting	£83.16	DD
Cathedral Hygiene	Nappy Bin waste disposal	£61.34	DD
TPCS	Office line	£46.96	BACS
British Gas	Gas invoice	£147.29	DD
Whalley Swarbrick	Payroll and Pension for 2024	£504.00	BACS
Holden and Company	AGAR return 2023-2024	£570.00	BACS
Girl Guide Hut	Grant award	£5000.00	BACS
Fulwood Insurance	Station Building Insurance	£1699.55	BACS
Alan Cowgill	Memorial Garden stone flags rebed and pointing	£650.00	BACS

Receipts

HMRC	VAT Reclaim	£10,692.41	BACS
U3A	Room hire	£210.00	BACS
The Old Station Café	Electric charges	£1004.98	BACS
The Old Station Café	Water Charges	£169.52	BACS
Art Group	Room hire	£147.50	BACS

It was resolved that the payments be made.

Proposed by Cllr Walker.

Seconded by Cllr Rogerson.

1128/24 To consider unused land to create allotments, community gardens and greenspace.

The clerk will look at the plot at Sainsburys and see if it registered with Land Registry. Sainsburys will be contacted to see if the land can be utilised. The town council will meet with the Environmental Group and the resident to look at potential areas of interest to be used.

1129/24 To consider the update on the redesign of the town council's logo.

It was resolved that the new design be implemented on all letterheads and notices.

Proposed by Cllr Walker.

Seconded by Cllr Rogerson.

1130/24 To consider the update on the appointment of a new clerk and assistant clerk / apprentice.

The town council has appointed Mr Mike Hill as the new clerk. The town council approve the proposal of appointing an apprentice clerk and will gain more advice on how to run an apprenticeship.

1131/24 To consider the renewal options for gas and electric.

It was resolved that the town council go with the new suppliers for gas and electric.

Proposed by Cllr Walker.

Seconded by Cllr Rogerson.

1132/24 To consider and approve the town council's policies 2024.

It was resolved that financial regulations, code of conduct and standing orders be deferred until the new clerk is in position.

Proposed by Cllr Jameson.

Seconded by Cllr Walker.

1133/24 To consider the Heritage Centre enquiries.

It was resolved that the concept of the windows vinyls be approved and two more quotes sought in line with financial regulations.

The clerk will look into the costs of an external bleed kit for the Station Building and the town council will liaise with the Heritage Centre regarding the terms of agreement for the use of the Station Building.

Proposed by Cllr Rogerson.

Seconded by Cllr Stubbs.

1134/24 To consider the lamppost mounted banners.

Cllr Walker and Cllr Rainford will liaise with the Love Longridge committee regarding the banners and see what support is needed from the town council.

1135/24 Reports and correspondence (information only).

Ribble Valley Planning has extended its calling procedure from 14 to 21 days.

1136/24 Date and time of the next full council meetings.

Wednesday 17th July 2024 at 7pm.

Wednesday 14th August 2024 at 7pm.

Wednesday 11th September 2024 at 7pm.

Wednesday 9th October 2024 at 7pm.

Wednesday 13th November 2024 at 7pm.

Wednesday 11th December 2024 at 7pm.

The meeting closed at 8.30pm.

Signed Date

Agenda Item 4b

Longridge Town Council

Council Offices, The Station Building
Berry Lane, Longridge. PR3 3JP

Telephone: **01772 782461**
email: clerk@longridge-tc.gov.uk
website: www.longridge-tc.gov.uk



Mission Statement

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

Proceedings of Extraordinary meeting held at Station Buildings, Longridge, Thursday
13rd June 2023.

Present:

Cllr. S Rainford
Cllr. N Stubbs
Cllr. L Jameson
Cllr. J Rogerson
Cllr. R Walker
Cllr. P Smith
Cllr D Jackson

Min 0900 Mayor's Welcome

Meeting opened at 18:00

Cllr. S Rainford welcomed all members of Council and members of the public to the meeting.

Min 0901 Apologies Received

Clerk G Flynn
Cllr. R Ray

Min 0902 Declarations of Interests

None declared

Min 0903 Public Time

None

Min 0904 Consideration of Planning & Licence Applications

Application 3/2024/0396

Approval of details reserved by conditions 6 (planting programme), 9 (foul drainage), 11 (construction management plan), 15 (travel plan), 18 (badger survey), 20 (landscape management plan) and 22 (street lighting) from planning permission 3/2017/0232.

No Observations

Application 3/2024/0395

Approval of details reserved by conditions 5 (cycle storage), 12 (SW drainage), 13 (water mains), 14 (hard and soft landscaping), 17 (construction SW management plan) and 18 (operation and maintenance manual) from planning permission 3/2021/1134.

No Observations

Application 3/2024/0320

Proposed demolition of existing porch, new bi-fold doors and terrace area to front. Single storey extension to rear.

Longridge Town Council Support in principle but have concerns over the noise impact to neighbouring properties.

Application 3/2024/0383

Prior notification of proposed conversion of an agricultural building to five dwellings under Class Q (a) and (b).

No Observations

18:10 Cllr. D.Jackson Arrived

Application 3/2024/0278

Proposed demolition of existing mixed use building and garages and erection of one replacement mixed use building for domestic garaging, equine storage and agricultural machinery.

No Observations

Application 3/2024/0316

Proposed change of use of part of the ground floor to bar and entertainment (Sui Generis) with access from Stanley Street and alterations to Stanley Street elevation (pursuant to variation of condition 3 (opening hours) of planning permission 3/2022/0622) to allow the premises to stay open until 1.00 am on Friday and Saturday nights.

Longridge Town Council object to this proposal on the following grounds:

Alleged breaches of current passed planning statement 3/2022/0622.

Planning Statement 4.1 There is no intention to serve hot food - Hot food is being served.

Planning Statement 7.10 Deliveries will amount to one delivery per week by small van or estate car - Weekly wagon deliveries on Warwick Street

Significant concerns for health and wellbeing of neighbouring properties on Stanley Street and Warwick Street.

Pop-up bar on Stanley street with,

Environmental Health's response to planning application 3/2022/0622:

2.3 Should you be minded to approve the application, notwithstanding other considerations, I would suggest that the following conditions be attached should you feel they are relevant and justified:

- **Condition 01 - Hours of Operation**

In order to minimise disturbance to the neighbouring residential dwellings, the premise shall close no later than 22:00 hrs.

Reason: To safeguard the amenities of the occupiers of nearby properties in accordance parts 12 & 15 of the NPPF.

However we don't object to extended Licence with sufficient SIA security for Town Events

18:41 Cllr. J Rogerson left the meeting

18:42 Cllr. J Rogerson Returned

Application 3/2024/0312

Proposed subdivision of first floor flat into two.

Longridge Town Council don't object as long as there is no further development into more flats.

18:49 Meeting Closed

Agenda Item 6

Report For Decision



Meeting Date: 17/07/2024

Title: **Finance Report**

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.

#	#	Payee	Description	Gross £	Vat £	Net £	Due Date	Ref.
1	INV2287	Yates Playground	Aerial runway log step and gates replace self closing mechanism	906.00	151.00	755.00	09/08/24	
2	13116249	Shred-it	Services	239.06	0.00	239.06	30/06/24	
3	wpINV06168073	Water Plus	Service charge	239.78	0.00	239.78	DD	Paid
4	01-493	Easy Websites	Email and Website hosting	85.80	14.30	71.50	DD	
5	1020	SY Maintenance	Meter readings and lettings (8hr x £16)	128.00	0.00	128.00	18/07/24	
6	1018	SY Maintenance	Fit taps in toilet, lettings x 4 hrs. maint. X 3 hrs. meter readings x 2 hrs.	216.99	0.00	216.99	31/06/24	
7	RMTG/24/25/82	Rural Market Town Group	Annual Membership	141.60	23.60	118.00	12/05/24	Paid
8	INV-58736	tpcs	IT services	2.27	0.00	2.27	13/05/24	
9	INV-59220	tpcs	IT services	46.91	0.00	46.91	15/07/24	
Totals:				2,006.41	188.90	1,817.51		

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	Totals
									Rent	Utilities		
08/04/2024	00204582	RVBC - Precept payment	94,077.00									94,077.00
08/04/2024		Gathering					100.00					100.00
09/04/2024		Arts Class					240.00					240.00
16/04/2024		Longridge Community									20.00	20.00
26/04/2024		Gas Charges								73.10		73.10
01/05/2024		Café Rent							600.00			600.00
07/05/2024		Art Class - 8 Weeks					147.50					147.50
07/05/2024		Water Charges								169.52		169.52
08/05/2024		Electric Charges								1,004.98		1,004.98
09/05/2024	..104219	HMRC		10,692.41								10,692.41
09/05/2024	80	U3A					210.00					210.00
30/05/2024	53	Credit					30.00					30.00
03/06/2024		Café Rent							600.00			600.00
11/06/2024		Electric Charges								968.80		968.80
11/06/2024		Gas Charges								68.35		68.35
11/06/2024		Water Charges								229.33		229.33
01/07/2024		Rent for café							600.00			600.00
02/07/2024	G 04/25	Andrew 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	Totals
									Rent	Utilities		
03/07/2024	422073	LCC Bio Diversity and PROW				800.00						800.00
05/07/2024		P.Burton						72.50				72.50
08/07/2024		Robin Stother						72.80				72.80
09/07/2024		Electric Charges								959.63		959.63
10/07/2024		S. Margerison						72.80				72.80
10/07/2024		B. Burton						72.80				72.80
Total as at 11/07/2024 :			94,077.00	10,692.41	0.00	800.00	1,042.50	290.90	1,800.00	3,473.71	20.00	112,196.52

Nat West - Account No. 1

£

Balance carried forward 31 May 2024:	107,159.07
Interest to 28 June 2024:	251.25
Debits to 28 June 2024:	104.47
Balance at 28/06/24:	107,305.85

Nat West - Longridge Town Council

£

Balance carried forward 31 May 2024:	5,000.00
Interest to 28 June 2024:	0.00
Credits to 28 June 2024:	104.47
Debits to 28 June 2024:	104.47
Balance at 28/06/24:	5,000.00

Agenda Item 7

For Decision/Discussion



Meeting Date:	17 July 2024
Title:	Grant Application
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

For members to consider grant applications from Love Longridge Limited and the Thursday Group (for children and siblings with autism), please see Appendix 1 and 2.

2. Background: (see Appendix 1 and 2)

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.

To request a grant, an application form needs to be completed explaining what the group does, how much money is requested, for what purpose, and how the people of Longridge would benefit. The application should be submitted with a copy of the applicant's latest accounts and any formal constitution. Members should note that neither of these documents were submitted with the Love Longridge application or the Thursday Group application.

Each application should be considered on its individual merits, and if it is not possible for the Town Council to meet the request in full, an award of a lesser amount may be offered.

Grants of up to £1,000 can be agreed by the Budget Committee, grants for more than £1,000 must be agreed at a Full Council meeting.

3. Members are recommended:

- a. To consider the two applications (noting that the neither the latest accounts or constitution of Love Longridge Limited or the Thursday Group have been provided).
- b. If the applications are approved, authorise the Clerk to inform the applicants and make the necessary arrangements for payment.

Appendix 1

Longridge Town Council

Council Offices, The Station Building
Berry Lane, Longridge
Preston PR3 3JP

Telephone: 01772 782461
Email: clerk@longridge-tc.gov.uk



Grant Application Form

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 proposals to full Council about the award of grants. The Committee will consider carefully the information you provide so please supply the information requested on this form to assist this process. Please also supply any other information you think will help Councillors understand your need for financial support. If you wish to discuss your application please contact Andrea Pownall, the Town Clerk, using the telephone number or email address above.

Name of Organisation or Group:

Love Longridge Limited

Address of Organisation:

This should be the base if it has one, or the venue where its activities are usually carried out.

**c/o Gary Ward
Raymond James, Ribble Valley
8 Berry Lane
Longridge
Preston
PR3 3JA**

Charity number (if applicable):

If you are not a registered charity please enclose a copy of your constitution, and a copy of the most recent accounts.

N/A

Contact name (Person completing this form):

Please indicate role within organisation or group e.g. Secretary, Treasurer.

**Gary Ward
Director**

Contact address (Person completing this form):

**c/o Raymond James, Ribble Valley
8 Berry Lane
Longridge
Preston
PR3 3JA**

Telephone number: 01772 780300	Mobile telephone: 07875 758221
E-mail address: gary.ward@raymondjames.com	
Describe the objectives of the organisation or group and how what it does benefits the residents of Longridge: <p>Love Longridge is the town's business group, dedicated to making a difference to Longridge, its businesses and community. Love Longridge has a website where viewers can find anything they need locally, whether that be retailers, tradespeople, restaurants and bars or professional services companies. The objective is to ensure that businesses based in Longridge have an increased opportunity to be searched for and subsequently used by residents and visitors alike. Love Longridge also hosts events such as Longridge Does Christmas and the Longridge Soap Box Derby. Both these events draw substantial crowds from both the town and beyond, providing an ideal marketing platform for the town and its businesses.</p> <p>In its 2022 Small Business Economic Impact Study, American Express found that for every £1 spent with a local business, over two-thirds (£0.68) stays in the local community to support local families, local causes, and other local businesses. It's called the multiplier effect.</p> <p>Love Longridge hopes to maximise the multiplier effect in Longridge by encouraging as much money as possible to be spent locally as opposed to with national businesses.</p>	
Purpose for which financial support is requested: <p>Feedback received by Love Longridge is consistently that the town's main streets look at their most attractive when adorned with Christmas trees or with the Union flags which commemorated the King's Coronation. We would like to build on that thinking and use the Christmas tree brackets and the lamp posts for display purposes. We have two events in mind at this stage but we're sure working in collaboration with stakeholders further opportunities will arise.</p> <p>Longridge Soap Box Derby is scheduled to be held on 15 September 2024 for the third time. We have the opportunity to display flags in support of the event and its sponsors. This will lead to further funds being generated for our charity partner, St Catherine's Hospice. We are sure you shared our pride in raising £25,000 for this important local charity in 2023. The majority of those funds came as a result of sponsorship and we need to generate opportunities to develop this revenue stream.</p> <p>The Remembrance activities in November also give us the opportunity to "dress" the town by flying simple poppy flags and banners in the Christmas tree brackets and on lamp posts.</p> <p>Both these activities are short in time frame so flags will not be left in place to become an eyesore.</p> <p>Love Longridge is prepared to pay for the production of flags and banners for both occasions and their erection in place. We are looking for Longridge Town Council to take the lead on having banner mounts fitted to the lamp posts to facilitate flags flying from these locations. We believe that approximately 50 lamp posts would be involved.</p>	

A spring-loaded mount costs approximately £130. Without the spring loading the cost is around £70 each. In addition, there would be costs for installation but these are of a one-off nature.

Dressing the town would increase civic pride and advertise community activities. It is a modern approach and uses some infrastructure that is already in place. We believe the benefits substantially outweigh the costs involved.

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.

On the assumption that 50 lampposts would need banner mounts the capital cost would be £6,500. There would additionally be a fitting cost estimated at £40 per banner mount or £2,000.

The cost of the banners themselves would be borne by Love Longridge in support of its events, or in the case of the poppy proposal above, for the general “dressing” of the town.

I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant was awarded for does not take place. I confirm that the information given above is correct.

Signature of applicant

Name (please print)

GARY WARD

Date

Appendix 2

Longridge Town Council

Council Offices, The Station Building
Berry Lane, Longridge
Preston PR3 3JP

Telephone: 01772 782461
Email: clerk@longridge-tc.gov.uk



Grant Application Form

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 proposals to full Council about the award of grants. The Committee will consider carefully the information you provide so please supply the information requested on this form to assist this process. Please also supply any other information you think will help Councillors understand your need for financial support. If you wish to discuss your application please contact Andrea Pownall, the Town Clerk, using the telephone number or email address above.

Name of Organisation or Group:

Thursday Group (For children and siblings with autism)

Address of Organisation:

This should be the base if it has one, or the venue where its activities are usually carried out.

St Pauls Church, Longridge , Preston. PR33SL

Charity number (if applicable):

If you are not a registered charity please enclose a copy of your constitution, and a copy of the most recent accounts.

Contact name (Person completing this form):

Please indicate role within organisation or group e.g. Secretary, Treasurer.

Emma Turver

Contact address (Person completing this form):

**3 Ennerdale Road
Longridge
Preston
PR3 3FX**

**Telephone number:
07890 221250**

**Mobile telephone:
07890 221250**

E-mail address:
emma@reachoutasc.com

Describe the objectives of the organisation or group and how what it does benefits the residents of Longridge:
Children meet after school to play, chat, do craft, board games, have a drink with others.
Some have autism and bring their friends siblings along to a place where there are no pressures.
It's a place to share thoughts and be themselves alongside others who might have struggles at school due to autism etc.
It's a place to be chilled and relaxed in safety with friends and adults and have lots of fun.

Purpose for which financial support is requested:

**Consumables – drinks, snacks
Craft items.**

Games, sensory equipment, toys, replacements of tired equipment.

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.

Tent (black out)£30

Torches £20

Board Games (£50)

Craft equipment – Clay, paint, glue, slime, plasticine, activities £100

Weekly drinks snacks

Weekly activities e.g. cooking (fruit salads, , gardening (planting)

Visit to 'Space'. Annual treat.

Total cost =£350.00

Or we would be very grateful for any amount towards this.

I/we agree that I/we will repay to the Council any grant awarded if the project for which the grant was awarded for does not take place. I confirm that the information given above is correct.

Signature of applicant

**Emma Turver.
Autism Consultant and Teacher**

Name (please print)

Emma Turver

Date 2/6/2023

Agenda Item 10

For Information/Discussion



Meeting Date:	17 July 2024
Title:	Co-option of a Town Councillor
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To remind members on the process of co-opting a Councillor.

2. Background.

Members are reminded that the Town Council is officially made up of 12 Councillors, four from each ward, Dilworth, Derby and Alston. Members will also be aware that for a period of time the Council has had several vacancies and at the date of this meeting only had nine councillors in post.

3. Considerations.

Longridge Town Council is not obliged to fill any vacancy and if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply. However, it is not desirable that electors in a particular ward are left partially or full underrepresented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload equitably; or to provide a broad cross-section of skills and interests; or achieve meeting quorums without difficulty.

Members should note that councillors elected by co-option would become full members of the Council.

4. Notes and Guidelines.

Notes and guidelines regarding the filling of a casual vacancy are set out in Appendix 1 to the Report.

5. Members are recommended:

To note the report and Appendix 1.



Notes and guidelines regarding the filling of a casual vacancy.

Eligibility of Candidates:

Longridge Town Council (LTC) can consider any person to fill a vacancy if they:

- Are a British, Commonwealth, Irish, or European Union citizen.
- At least 18 years old.
- Are an elector in the town.
- Have resided in the town for the past twelve months or rented/tenanted land or other premises in the town.
- Have their principal place of work in the town.
- Have lived within three miles (direct) of the town.

There are certain disqualifications for election, of which the main are (see 5.80 of the Local Government Act 1972):

- Holding a paid office under the local authority.
- Bankruptcy.
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election.
- Being disqualified under any enactment relating to corrupt or illegal practices.

Also note that candidates found to be offering inducements of any kind will be disqualified.

Good Practice:

Although there is no Statutory Requirement to do so, LTC could:

Use a Person Specification to consider the acceptability of each candidate see Appendix A.

Although there is no Statutory Requirement to do so, LTC could request candidates to:

- Submit information about themselves, by way of completing a short application form. (Appendix B)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix C).

All such documents would be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Although there is no Statutory Requirement to do so, LTC could request candidates to:

Attend and speak about their application at the 'co-option' Council meeting. In such an event candidates would be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Council's Code of Conduct, Standing Orders and Financial Regulations.



The 'Co-option' Council meeting:

At the 'co-option' Council meeting:

- Candidates would be given five minutes to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of LTC.
- The process would be carried out by adjourning the meeting to allow the candidate to speak.
- Where the Council wishes to discuss the merits of candidates and their personal attributes, the Council will resolve to exclude the members of the press and public.
- As soon as all candidates have finished giving their submissions, the Council would proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix A and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands.
- The vote would be recorded to show whether each Councillor present and voting, gave their vote for or against the candidate.
- After the votes had been concluded, the Chairman would declare the successful candidate(s) duly elected and after signing their declaration of acceptance of office, could take their place immediately.
- The Clerk would notify RVBC's Electoral Services of the new Councillor appointment(s).
- The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form would be handed to the Clerk for forwarding to the RVBC's Monitoring Officer.
- If insufficient candidates come forward for co-option, the process would continue, whereby the vacancies are again advertised.

-oOo-



Appendix A - CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward thinking. 	<p>Can bring a new skill, expertise, or key local knowledge to the Council.</p>
<p>Experience, Skills, Knowledge and Ability</p>	<ul style="list-style-type: none"> • Ability to listen constructively. • A good team player. • Ability to pick up and run with a variety of initiatives and tasks. • Interest in local matters. • Ability and willingness to represent the Council and their community. • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other Council members and to maintain good working relationships with the town Clerk. • Ability and willingness to work with the Council's partners (e.g. working groups, other town Councils, RVBC, LCC and other local community groups and charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member of a local authority or other public body. • Experience of working with voluntary and or local community interest groups. • Basic knowledge of legal and financial issues relating to town and town Councils or local authorities.
<p>Circumstances</p>	<p>Ability and willingness to attend meetings of the Council, RVBC and LCC and meetings of other local authorities and local bodies at any time and events in the evening and at weekends.</p>	



Appendix B - APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide a little information about yourself.

Full Name and Title:	
Home Address:	
Home phone:	
Mobile phone:	
Email:	

Please provide the Council with some background information about yourself.

--

Please provide the Council with your reasons for wanting to become a Town Councillor.

--

Your application requires signatures of 2 registered electors (known as a proposer and seconder) from the town area.

	Proposer	Seconder
Name:		
Address:		
Signature:		

In line with the Council's General Privacy Notice, the information provided on this application will remain Private and Confidential.



Appendix C - CO-OPTION - ELIGIBILITY FORM

Anyone can be elected as a Town Councillor* if they are:	
1. A British, Commonwealth, Irish, or European Union citizen.	
2. At least 18 years old.	
3. Either on the list of electors for the town, or during the whole of the previous 12 months have occupied land in the town as an owner or tenant or have a principal place of work in the town, or have resided in, or within three miles, of the town.	
Please tick all the boxes which apply to yourself:	
I am a British, Commonwealth, Irish, or European Union citizen.	<input type="checkbox"/>
Preceding the date of my co-option, I am at least 18 years of age.	<input type="checkbox"/>
I am on the list of electors for the town.	<input type="checkbox"/>
I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the town.	<input type="checkbox"/>
My principal or only place of work during those twelve months has been in the town.	<input type="checkbox"/>
I have during the whole of twelve months resided in the town or within 3 miles of it.	<input type="checkbox"/>
*Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if they:	
1. Hold any paid employment or office in the local authority that they seek election to or	
2. Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below); or	
3. Have within five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or	
4. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.	
The disqualification for bankruptcy ceases in the following circumstances:	
I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that the debts have been fully discharged;	
II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part;	
III. If the person is discharged without such a certificate.	
In I and II above, the disqualification ceases on the date of the annulment and discharge respectively. In III, it ceases on the expiry of five years from the date of discharge.	
DECLARATION	
I hereby confirm that I am eligible for the vacancy of Longridge Town Councillor, and the information given on this form is true and accurate record.	
Signature:	
Date:	

In line with the Council's General Privacy Notice, the information provided to the Council will remain Private and Confidential.

Appendix 11

For Information/Discussion



Meeting Date:	17 July 2024
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 and on planning matters that the Council have not yet commented on.

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 received by RVBC since the last Council Meeting.

Note. For most applications, RVBC's Planning Department email a letter to the Town Clerk requesting comments by a certain date.

05 July 2024: **Comments to RVBC by 28 July.**

3/2024/0508	Applications for full consent	Development Description:	Grid Reference 359763 436161
DATE VALID: 17/06/2024	Development Address: 59 Mardale Road Longridge PR3 3EU	Proposed demolition of rear conservatory and construction of single-storey extension to side and rear.	
Officer:	Lucy Walker 01200 425111		

28 June 2024: **Comments to RVBC by 19 July.**

3/2024/0382	Applications for full consent	Development Description:	Grid Reference 361164 433535
DATE VALID: 17/06/2024	Development Address: Barn at Alston Old Hall Farm Alston Lane Longridge PR3 3BN	Proposed conversion of an agricultural building to four dwellings.	
Officer:	Ben Taylor 01200 425111		

21 June 2024: **Comments to RVBC by 12 July.**

3/2024/0358	Applications for full consent	Development Description:	Grid Reference 360864 437529
DATE VALID: 17/06/2024	Development Address: 34 Jeffrey Avenue Longridge PR3 3TH	Proposed two-storey and single storey extension to rear and single-storey porch to front. Two new first floor windows in side gable elevation.	
Officer:	Lucy Walker 01200 425111		

3. Applications received by RVBC that LTC have not yet commented on.

Application 3/2024/0408

Variation of Condition

[Comment on this application](#)

Change of use of Unit 2 from retail unit (Class E) to a Hot Food Takeaway (Sui Generis) with installation of extraction equipment. Shop front alterations to units 1 and 2 (pursuant to variation of condition 4 of 3/2023/0055 (hours of operation) to change opening hours to between 11am and midnight Sunday to Thursday and 11am to 1am on Friday and Saturdays)

Application 3/2024/0406

Applications for full consent

[Comment on this application](#)

Retention of unauthorised change of use of part of agricultural building into storage of biomass boiler serving the farm and farmhouse. Addition of flue to rear roof slope.

Application 3/2024/0462

Application for tree works

[Comment on this application](#)

Fell two beech trees G1a and G1b (resubmission of 3/2023/0755).

Application 3/2024/0277

Applications for full consent

[Comment on this application](#)

Proposed porch to side, single garage to side, dormer to rear and single-storey extension to rear.

Application 3/2024/0490

Applications for full consent

[Comment on this application](#)

Proposed new double garage with residential annex above; increased hardstanding/parking area; new sewage treatment plant to discharge into watercourse; alterations to approved fenestration of single-storey extension and addition of rooflights.

Application 3/2024/0508

Applications for full consent

[Comment on this application](#)

Proposed demolition of rear conservatory and construction of single-storey extension to side and rear.

Application 3/2024/0507

Discharge of Conditions

[Comment on this application](#)

Approval of details reserved by conditions 5 (basketball and netball courts) and 6 (community use agreement) of planning permission 3/2022/1182.

Application 3/2024/0382

Applications for full consent

[Comment on this application](#)

Proposed conversion of an agricultural building to four dwellings.

Application 3/2024/0358

Applications for full consent

[Comment on this application](#)

Proposed two-storey and single storey extension to rear and single-storey porch to front. Two new first floor windows in side gable elevation.

Application 3/2024/0517

Certificate of Lawfulness - Proposed

[Comment on this application](#)

Certificate of Lawfulness for proposed replacement dormer to rear.

Application 3/2024/0510

Certificate of Lawfulness - Existing

[Comment on this application](#)

Certificate of Lawfulness to regularise the building of a single-storey double garage with roof terrace.

Application 3/2024/0524

Applications for full consent

[Comment on this application](#)

Proposed demolition of existing rear extension and replacement with new single-storey, flat-roof extension with lantern lights to side and rear.

Application 3/2024/0477

Variation of Condition

[Comment on this application](#)

Variation of condition 8 (drainage) of permission 3/2017/0232 to regularise discharge rates with those subsequently approved pursuant to permission 3/2021/1134.

Application 3/2024/0348

Applications for full consent

[Comment on this application](#)

Proposed detached dwelling to the rear of the existing dwelling, including formation of a new access road and alterations to existing access and parking.

Application 3/2024/0502

Certificate of Lawfulness - Proposed

[Comment on this application](#)

Certificate of Lawfulness for proposed construction of detached, single-storey building to side of main dwelling for use as home office/playroom.

Application 3/2024/0460

Applications for full consent

[Comment on this application](#)

Regularisation and retention of agricultural building and hardstanding area with access gates as built.

4. Applications approved by RVBC since the last Council Meeting.

5 July 2024:

3/2024/0466	Longridge Non-Material amendment	Development Description:	Grid Reference 362924 438154
Decision Date: 04/07/2024	Development Address: Cottam House Cottage Writtenstone Lane Longridge PR3 2ZN	Non-material amendment to planning permission 3/2023/0952 involving change to rear roof profile.	
Officer:	Lucy Walker		
Decision Type:	APPROVED WITH CONDITIONS		

28 June 2024:

3/2024/0316	Longridge Variation of Condition	Development Description:	Grid Reference 360213 437515
Decision Date: 27/06/2024	Development Address: The Stage Door The Old Corn Mill Warwick Street Longridge PR3 3EB	Proposed change of use of part of the ground floor to bar and entertainment (Sui Generis) with access from Stanley Street and alterations to Stanley Street elevation (pursuant to variation of condition 3 (opening hours) of planning permission 3/2022/0622) to allow the premises to stay open until 12.00 midnight on Friday and Saturday nights.	
Officer:	Kathryn Hughes		
Decision Type:	APPROVED WITH CONDITIONS		

21 June 2024:

3/2024/0312	Longridge Applications for full consent	Development Description:	Grid Reference 360415 437453
Decision Date: 21/06/2024	Development Address: High View Humber Street Longridge PR3 3WD	Proposed subdivision of first floor flat into two.	
Officer:	Ben Taylor		
Decision Type:	APPROVED WITH CONDITIONS		

5. Status of recently approved applications.

Please note the **Status** of an approved application is based on information provided by Council Members from their observations.

12 April 2024:

3/2024/0094	Longridge Applications for full consent	Development Description:	Grid Reference 360969 437583
Decision Date: 10/04/2024	Development Address: 67 Higher Road Longridge PR3 3SY	Proposed two-storey and single-storey extension to rear.	
Officer:	Lucy Walker		
Decision Type:	APPROVED WITH CONDITIONS		

Status:

26 April 2024:

3/2023/0584	Longridge Variation of Condition	Development Description:	Grid Reference 361005 437575
Decision Date: 26/04/2024	Development Address: 74 Higher Road Longridge PR3 3SY and land to the rear.	Application for outline consent for demolition of 74 Higher Road and construction of up to 123 houses on land to the rear, including access (pursuant to variation of condition 12 (pedestrian and vehicular access) from planning permission 3/2016/1082 granted on appeal).	
Officer:	Will Hopcroft		
Decision Type:	APPROVED WITH CONDITIONS		

Status:

3/2024/0172	Longridge Applications for full consent	Development Description:	Grid Reference 360294 437575
Decision Date: 25/04/2024	Development Address: Booths Berry Lane Longridge PR3 3NH	Proposed installation of two rapid electric vehicle charging stations and ancillary equipment to create four EV charging bays.	
Officer:	Lucy Walker		
Decision Type:	APPROVED WITH CONDITIONS		

Status:

17 May 2024:

3/2024/0296	Longridge Prior notification of proposed larger h	Development Description:	Grid Reference 361051 437746
Decision Date: 15/05/2024	Development Address: 52 Wellbrow Drive Longridge PR3 3TB	Prior notification for proposed single-storey extension to rear 3.6m long, 3.59m high (max) 2.30m high to eaves.	
Officer:	Lucy Walker		
Decision Type:	PRIOR APPROVAL GRANTED		

Status:

24 May 2024:

3/2024/0070	Longridge Applications for full consent	Development Description:	Grid Reference 361051 437746
Decision Date: 20/05/2024	Development Address: 52 Wellbrow Drive Longridge PR3 3TB	Proposed single storey rear and side extension.	
Officer:	Lucy Walker		
Decision Type:	APPROVED WITH CONDITIONS		

Status:

3/2024/0215	Applications for full consent	Development Description:	Grid Reference 361004 437693
Decision Date: 21/05/2024	Development Address: 38 Wellbrow Drive Longridge PR3 3TB	Proposed demolition of existing rear conservatory and existing flat roof front porch and replacement with single-storey extension to rear and pitched roof porch to front. Alterations to fenestration on front elevation.	
Officer: Decision Type:	Lucy Walker APPROVED WITH CONDITIONS		

Status:

31 May 2024:

3/2024/0096	Longridge Applications for full consent	Development Description:	Grid Reference 360226 436864
Decision Date: 31/05/2024	Development Address: Longridge High School Preston Road Longridge PR3 3AR	Proposed replacement boundary fencing using 2.0m/2.4m high welded mesh fencing. Creation of new vehicular access from Little Lane, two pedestrian gates from Preston Road (non-automated), one automated vehicle and pedestrian gate from Preston Road and one automated pedestrian gate from existing barrier car park area.	
Officer: Decision Type:	Lucy Walker APPROVED WITH CONDITIONS		

Status:

3/2024/0220	Longridge Applications for full consent	Development Description:	Grid Reference 360634 437273
Decision Date: 31/05/2024	Development Address: Ambulance Shed Longridge Depot Dixon Road Longridge PR3 3JE	Proposed replacement of existing asbestos roof with plastisol coated steel roofing sheets, replacement of existing timber doors with two plastisol roller shutter doors.	
Officer: Decision Type:	Lucy Walker APPROVED WITH CONDITIONS		

Status:

7 June 2024:

3/2023/0959	Thornley-with-Wheatley Applications for full consent	Development Description:	Grid Reference 363192 439470
Decision Date: 07/06/2024	Development Address: Forty Acre Farm Forty Acre Lane Longridge PR3 2TU	Change of use of land for the siting of two shepherd's huts for use as holiday accommodation	
Officer: Decision Type:	Lyndsey Hayes APPROVED WITH CONDITIONS		

Status:

21 June 2024:

3/2024/0312	Longridge Applications for full consent	Development Description:	Grid Reference 360415 437453
Decision Date: 21/06/2024	Development Address: High View Humber Street Longridge PR3 3WD	Proposed subdivision of first floor flat into two.	
Officer: Decision Type:	Ben Taylor APPROVED WITH CONDITIONS		

Status:

28 June 2024:

3/2024/0316	Longridge Variation of Condition	Development Description:	Grid Reference 360213 437515
Decision Date: 27/06/2024	Development Address: The Stage Door The Old Corn Mill Warwick Street Longridge PR3 3EB	Proposed change of use of part of the ground floor to bar and entertainment (Sui Generis) with access from Stanley Street and alterations to Stanley Street elevation (pursuant to variation of condition 3 (opening hours) of planning permission 3/2022/0622) to allow the premises to stay open until 12.00 midnight on Friday and Saturday nights.	
Officer: Decision Type:	Kathryn Hughes APPROVED WITH CONDITIONS		

Status:

5 July 2024:

3/2024/0508	Applications for full consent	Development Description:	Grid Reference 359763 436161
DATE VALID: 17/06/2024	Development Address: 59 Mardale Road Longridge PR3 3EU	Proposed demolition of rear conservatory and construction of single-storey extension to side and rear.	
Officer:	Lucy Walker 01200 425111		

Status:

6. Members are recommended:

- a. To note the contents of the report.
- b. Set out any actions relating to the planning matters mentioned.



Scan for RVBC Planning