



# Longridge Town Council

## Estates Executive Committee - Agenda

You are hereby summoned to attend the Estates Executive Committee of Longridge Town Council on Wednesday 28 August 2024 at 6pm in the Station Buildings, Berry Lane, Longridge.

**1. 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 26 June 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 Executive Committee. Such questions may be answered after the meeting or become an agenda item at a future Executive Committee meeting.

### ITEMS for DECISION/DISCUSSION

**6. Station Building Sign.**

Report of the Clerk (enclosed) for members to consider and approve the sign design, layout and wording.

**7. Longridge Heritage Centre Lease.**

Report of the Clerk (enclosed), for members to consider a request from the Longridge Heritage Centre Trust that the Council enter into a new lease agreement, which amongst other things would provide a level of assurance that the Trust can continue to operate from the Old Station Building in perpetuity.

**8. Remembrance Garden Area.**

Report of the Clerk (enclosed) asking members to consider the renovation of the whole area; including the fence, paths, stone paving, walls, garden area and lighting.

**ITEMS for INFORMATION****9. Rosemary Glen Ltd. - Cleaning Contract.**

Report of the Clerk (enclosed), requesting members to review and consider the current contract.

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

Report of the Clerk (enclosed) to update members on actions from recent Estates Executive Meetings.

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

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

**12. Date of Next Meeting.**

For members to set a date for the next meeting of the Estates Executive.

**PART 2: ITEM for DECISION/DISCUSSION**

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. Station Café – Renewal of Lease.**

Update by Cllr. Walker.

*Mike Hill*

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

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



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**Mission Statement**

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



# Longridge Town Council

## Estates Committee – Draft Minutes

<b>Date:</b>	26 June 2024		
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Councillors: Jameson (Chair), Walker, Smith, Spencer, Stubbs and Rogerson.		
<b>In attendance:</b>	Town Clerk and two members of the Longridge Heritage Centre.		
<b>Meeting started:</b>	18:00	<b>Meeting closed:</b>	18:36

240626/

**1. WELCOME BY THE CHAIR.**

The Chair welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE.**

Apologies were received from Cllr. Jackson.

**3. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 27 MARCH 2024.**

The above minutes were approved as correct and signed by the Chair.

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

There were no declarations of interest.

**5. PUBLIC PARTICIPATION.**

The Chair welcomed two members from the Longridge Heritage Centre. See Agenda Item 6 below.

**6. TO CONSIDER REQUESTS FROM THE LONGRIDGE HERITAGE CENTRE.**

At the request of volunteers from the Heritage Centre, members discussed several issues including a revised lease and installing new window-vinyls.

RESOLVED THAT COUNCIL:

- a. Regarding the preparation of a revised lease, authorise the Clerk to prepare a Report (as a Part 2 item) for the next Committee meeting.
- b. Defer the matter of installing a new vinyl to the next Committee meeting.

**7. SIGNAGE AT FRONT OF STATION BUILDING.**

Members were reminded that the sign at the entrance to Station Building is in a dilapidated state of repair.

RESOLVED THAT COUNCIL:

Authorise the Clerk to seek members approval for sign designs and seek quotes for new signs and installation and to report back to the Committee.

**SIGNED BY CHAIR FOR THE MEETING:**

**DATE:**

**A signed copy is on file.**

**DATES OF FUTURE MEETINGS.**

To be arranged.

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Council Offices  
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<b>Meeting:</b>	<b>Estates Executive Committee</b>
<b>Meeting Date:</b>	<b>28 August 2024</b>
<b>Title:</b>	<b>Station Building Sign</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

For members to consider and approve the layout, wording and design of a replacement sign.

**2. Background:**

Members will be aware that the current sign, (see image 1 below) was damaged in late January 2024, Image 2 shows how it used to look.



**3. Update:**

The Council has sought quotes for the procurement and installation of a new sign, featuring one large panel and three smaller panels, see example layout and wording in Image 3.

**4. Considerations:**

Members should note that owner of the Station Café has stated vigorously and on several occasions that for commercial reasons the larger panel should say 'OLD STATION CAFÉ' similar to the original damaged sign.

**5. Members are Recommended:**

To consider the design, wording and the views of the Station Café owner and agree on the layout of the new sign.



<b>Meeting:</b>	<b>Estates Executive Committee</b>
<b>Meeting Date:</b>	<b>28 August 2024</b>
<b>Title:</b>	<b>Longridge Heritage Centre Trust - Lease Review</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

For members to consider a request from the Longridge Heritage Centre Trust (LHCT) that the Town Council enter into a lease agreement, which amongst other things would provide a level of assurance that LHCT can continue to operate from the Old Station Building in perpetuity.

**2. Background:**

Members are reminded that the Longridge train station had been underused for decades, following its closure in 1968.

In 2000, the Longridge Heritage Committee was formed to look at the preservation of local heritage assets and how they might contribute to the town's future. As a consequence, the refurbishment of the station buildings became a key objective of the Committee.

Following Lottery funding (£230,000), and grants from other public bodies, in 2009 conversion of the train station commenced and was officially opened in April 2011, since which the LHCT has operated from.

Longridge Social Enterprise Company was initially established to undertake day to day management of the Old Station building, it is now directly managed by Longridge Town Council who own the freehold and use part of the building for council business.

**3. LHCT's reasons for requesting a license agreement:**

Anna Crouch, Jean Hill and Andrew White from the LHCT have provided the following reasons for requesting an agreement:

- a. LHCT can continue to operate in its current location in order to fulfil its stated mission including advancing the involvement and education of the public in the historical heritage of Longridge and its surrounding villages, in particular by:
  - i. collecting and preserving artefacts and documents relating to the area.
  - ii. maintaining an up to date on-line photographic archive for Longridge.
  - iii. collecting and publishing associated information, including oral and written records.
  - iv. providing an educational resource by staging exhibitions, talks and other events.
- b. It will ensure that the LHCT's archive (photographs, maps, documents, audio visual material, artefacts, newspaper cuttings and books) will have a permanent home ensuring that the archive will remain safe and secure in Longridge.

#### **4. Elements LHCT require to be included in any agreement:**

##### **a. Any lease is in perpetuity.**

##### **b. Areas to be used solely by LHCT:**

- LHCT's office.
- Archive Room 1.
- Archive Room 2.

*Note: this room contains electrics/boiler cupboard, so access is also required by Longridge Town Council and Old Station Café.*

##### **c. Continued access and use of shared areas:**

- Kitchen: shared use by LHCT volunteers and Longridge Town Council staff.
- Corridor: use by LHCT for displays / shop / visitor information points.
- Conference Room: LHCT has a prior arrangement with Longridge Town Council to use this space for meetings and events without charge.
- Toilets: for use by LHCT volunteers.

##### **d. Utilities:**

- Payment of all utilities met by Longridge Town Council.
- Longridge Town Council continue to be responsible for maintenance and repair of boilers and heating systems, electrics, alarm system, fire alarms and equipment, CCT and lighting.

*Note: LHCT will continue to pay for its own telephone / broadband / insurance (Public Liability, Products Liability, Pollution Liability and Employers' Liability).*

##### **e. Fixtures:**

- Archive Room 1: The computer server cabinet to continue to be solely used by and be responsibility of LHCT.
- Kitchen: Longridge Town Council to continue to be responsible for maintaining or replacing kitchen units and plumbing.

*Note: the refrigerator is owned by LHCT.*

- Corridor: Display boards / glass cabinets / cupboards / carousel / bookcase are all owned by LHCT and require use of these to continue as part of any agreement.
- Conference Room: Display boards are owned by LHCT and require use of these to continue as part of any agreement.

##### **f. Fittings:**

- LHCT Office: All free-standing furniture and equipment is owned and maintained by LHCT. Flooring and decorating would be the responsibility of Longridge Town Council.
- Conference Room: Use of tables and chairs are required to be part of any agreement.

**g. Other matters:**

- Cleaning: LHCT would be responsible for cleaning of the Heritage Centre office, kitchen and archive rooms.
- PAT testing of equipment in the Heritage Office would be organised and paid for by LHCT.
- LHCT to use the Longridge Town Council wheelie bin for disposal of office and kitchen waste.

**5. Draft Licence Agreement:**

Members are reminded that in late 2023 they requested T.V. Shaw Limited to prepare a draft Licence Agreement in favour of LHCT relating to their use of the Station Building. This document was provided to the Council in January 2024 and is attached as Appendix 1.

**6. Members are Recommended:**

- a. To note LHCT's requirements as set out in this Report and the draft Licence Agreement as shown in Appendix 1 and consider whether LHCT's requirements can be included in a final version of the Licence Agreement.
- b. Authorise the Clerk to contact T.V. Shaw and request they produce a revised draft of the Licence Agreement based on members considerations from this meeting.
- c. Request the Clerk provide any revised draft Licence Agreement to LHCT for consideration.
- d. Request the Clerk to bring a 'final' version of the Licence Agreement to a future meeting of the Full Council.



# LICENCE TO OCCUPY

THIS LICENCE is made the                      day of                      2024

**BETWEEN:**

- (1) The Town Council of Longridge of Station Buildings, Berry Lane, Longridge, Preston PR3 3JP (“the Owner) and
  
- (2) Longridge Heritage Centre Trust of Station Buildings, Berry Lane, Longridge, Preston PR3 3JP (“the Licensee”)

**NOW IT IS AGREED** as follows:

**1. DEFINITIONS AND INTERPRETATION**

In this Licence the following expressions shall have the meanings given in this clause

- 1.1 ‘The Access Areas’** means all and any of those parts of the Building the use of which is necessary to obtain access to and egress from the Designated Space and the Shared Spaces
  
- 1.2 ‘The Building’** means the Station Buildings and grounds at Berry Lane , Longridge, Preston PR3 3JP
  
- 1.3 ‘The Designated Hours’** means Monday to Friday 10am – 2pm or any other hours during which the Licensee deems it necessary to conduct the Licensee’s Activities in the Designated Space and the Shared Spaces
  
- 1.4 ‘The Designated Space’** means that part of the Building shown edged and hatched red on the attached plan comprising a meeting room, kitchen (but excluding the cleaning cupboard) archive room 1 and archive room 2
  
- 1.5 ‘The Licence Fee’** means the sum of £                      per year payable on the signing of this agreement and on the                      of                      every year after that
  
- 1.6 ‘The Licence Period’** means the period commencing on                      2024 and ending:
  - (a) no later than the expiration of a period of ..... therefrom or

- (b) the date on which the Licensee's rights are determined in accordance with Clause 4 hereof
- whichever is the earlier

**1.7 'The Licensee's Activities' means:**

Promoting the History and Heritage of the town of Longridge in the following manner:

- (a) maintaining the official RVBC Visitor Information Point for Longridge
- (b) maintaining the town's archives
- (c) arranging exhibitions and other events for members of the public including school parties
- (d) displaying public notices at the request of the Owner
- (e) raising funds including via the sale of raffle tickets for the furtherance of their activities
- (f) arranging walking tours around the town

**1.8 'The Licencee's Voluntary Services' means maintaining the garden areas and other outside space at the Building**

**1.9 'The Utilities' means gas, electricity, water and other items as agreed to be provided from time to time by the Owner to the Licensee the costs of which are inclusive in the Licence Fee**

**1.10 'The Shared Spaces' means those parts of the Building which the Licensee is entitled to share with the Owner, its employees and officials and anyone invited or otherwise authorised by the Owner to be in the Building including the Meeting Room edged and hatched green and the communal walkway edged and hatched yellow on the attached plan**

**1.11 'The Toilets' means the cloakroom and toilet facilities shown edged and hatched pink on the attached plan which are provided for the use of the Owner, its employees and officials and anyone invited or otherwise authorised by the Owner to be in the Building**

## **2. THE LICENCE**

In consideration of the payment of the Licence Fee by the Licensee to the Owner and in consideration of the benefit to the Owner and of the Building of the Licensee's Activities and the Licensee's Voluntary Services the Owner gives the Licensee the right for the Licence Period and during the Designated Hours in common with the Owner and all others authorised by the Owner to use the Designated Space and the Shared Spaces for the purpose of the Licensee's Activities and the Licensee's Voluntary Services and the right to use the Access Areas for access to and egress from the Designated Space and the Shares Spaces together also with the right to use the Toilets subject to the right of the Owner of access to archive room 1 for access to the server to the Building and to archive room 2 for access to the gas and electric meters which serve the Building both by prior arrangement (except in an emergency) with the Licensee

## **3. THE LICENSEE'S UNDERTAKINGS**

- 3.** The Licensee agrees and undertakes with the Owner (on the understanding that any undertaking by the Licensee not to do an act or thing shall be deemed to include an obligation not to permit such act or thing to be done) as follows:-
- (a) to keep the Designated Space and the Shares Spaces (after use) clean and tidy and clear of rubbish
  - (b) not to obstruct the Access Areas
  - (c) not to use the Designated Space or the Shared Spaces in such a way as to cause a nuisance damage, disturbance, annoyance, inconvenience or interference to the Owner its employees and officials and anyone invited or otherwise authorised by the Owner to be in the Building.
  - (d) to dispose of any rubbish only in the bins provided for that purpose
  - (e) not to do anything that will or might constitute a breach of any statutory requirement affecting the Owner or the Building or that will or might wholly or partially vitiate any insurance effected in respect of the Building
  - (f) to indemnify the Owner and keep the Owner indemnified against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising in any way from this Licence, the rights given by it or any breach of any of the Licensees undertakings contained in this clause

- (g) to observe any rules and regulations the Owner makes and notifies to the Licensee from time to time governing the Licensee's use of the Designated Space the Shared Spaces and the Access Areas.
- (h) not in any way to impede the Owner or its officers, employees or agents in the exercise of their rights or the Owner's possession and control of the Building and every part of it including the Designated Space and the Shared Spaces
- (i) in relation to arranging bookings of the Meeting Room to acknowledge that the use of the Meeting Room by the Owner takes priority to its use by the Licensee

**4. GENERAL**

**4.1 Determination**

Without prejudice to the Owner's rights in respect of any breach of the undertakings contained in Clause 3, this agreement will come to an end:

**4.1.1** immediately on notice given by the Owner at any time following any breach by the Licensee of its undertakings contained in Clause 3 or

**4.1.2** on the expiry of a period of .....from the date hereof whichever is the sooner.

and on termination of this agreement the Licensee shall surrender the Designated Space to the Owner by delivering the keys to the Owner and in the same condition as it was at the date hereof (reasonable damage by wear and tear excepted

**4.2 Assignment prohibited**

The benefit of this Licence is personal to the Licensee and not assignable.

**4.3 Warranty excluded**

The Owner gives no warranty that the Designated Space or the Shared Spaces are legally or physically fit for the purpose specified in Clause 2.

**4.4 Liability excluded**

The Owner is not to be liable for the death of or injury to the Licensee its volunteers or any of his employees or for damage to any property of his (real or personal) or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability by him in the exercise or purported exercise of the rights granted by this Licence

#### **4.5 Notices**

All notices given by either party pursuant to the provisions of this Licence must be in writing now to be sufficiently served if delivered by hand or sent by registered post or recorded delivery to other party at its last known address.

#### **4.6 Provision of Utilities**

The Owner shall use its best endeavours to provide the Utilities to the Licensee throughout the duration of this Licence PROVIDED ALWAYS that the Owner shall not be liable to the Licensee nor shall the Licensee have any claim against the Owner in respect of any interruption in any of the Utilities by reason of necessary repair or maintenance of any installations apparatus or damage thereto or destruction thereof by any cause beyond the Owner's control or by reason of mechanical breakdown or otherwise.

IN WITNESS whereof the owner and the Licensee have executed this Licence as a Deed the day and year first before written

Signed as a Deed etc

Signed as a Deed etc

<b>Meeting:</b>	<b>Estates Executive Committee</b>
<b>Meeting Date:</b>	<b>28 August 2024</b>
<b>Title:</b>	<b>Remembrance Garden Area - Renovation</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

For members to consider the renovation of the Remembrance Garden and the area fronting the Station Café and Council 's Conference Room.

**2. Introduction:**

Members are reminded that some remedial work has been undertaken mainly on repointing paving stones, and tidying the small patch of garden backing on to the Conference Room.

However the perimeter wooden fence is rotting at the base, the garden area fronting the café and opposite the Conference Room is overgrown and the signature plants can no longer flourish. In addition, one of the heritage lights is not working and the 'top' of the lightening column is missing and the perimeter lighting no longer works.

**3. Members are Recommended:**

To request the Clerk to work with members of the Estates Committee and produce a report that sets out the work to be carried out and submit to the next meeting of the Estate and Budget Executive Committees.

<b>Meeting:</b>	<b>Estates Executive Committee</b>
<b>Meeting Date:</b>	<b>28 August 2024</b>
<b>Title:</b>	<b>Rosemary Glen Ltd. – Cleaning Service Agreement</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

For members to review the current Cleaning Services Agreement (attached as Appendix 1) and the Cleaning Schedule (attached as Appendix 2) the Council has with Rosemary Glen Ltd.

**2. Introduction:**

Members are reminded that the current Cleaning Schedule has been in place since March 2023 and the Cleaning Services Agreement since April 2023.

The current Service Agreement states a monthly payment of £377.19 plus VAT for 5 hours work per week and are currently paying £414.90 plus VAT per month.

**3. Members are Recommended:**

- a. To review the Current Cleaning Services Agreement and Cleaning Schedule.
- b. Authorise the Clerk to contact Rosemary Glen Ltd. regarding any changes member's request.

# Appendix 1

Rosemary Glen Ltd  
Cleaning Services Agreement

## **Cleaning Services Agreement**

**Date of Agreement:** 01/04/23

**Supplier:** Rosemary Glen Ltd, company number 08170094, Unit 1090 Venture House, 7 Lund Street  
Preston PR1 1YH

**Supplier Contact Person:** Graham Coulston-Herrmann,  
Email: [graham@rosemaryglen.co.uk](mailto:graham@rosemaryglen.co.uk)  
Tel: 01772 428074  
Correspondence Address: Rosemary Glen, Elston Lane, Grimsargh  
Lancs, PR2 5LE

**Customer:** Longridge Town Council

**Customer Contact Person:** Clerk

Individually the Supplier and the Customer being a “Party” and collectively the “Parties”.

**The Supplier and the Customer have hereby agreed to the Supplier providing the following Services to the Customer and to agree to the Parties abiding by the Terms and Conditions attached hereto to be made part of this agreement by this reference:**

**The Services:** To clean all rooms within the Service Area

**The Services will be performed in accordance with the Performance Schedule attached hereto at Annex 1.**

**The Service Area(s):** Toilets, entranceway and meeting room

**Frequency:** The parties agree that the Services shall be performed:

For 5 hours per week.

**Additional Information:**

**The Supplier agrees to make available all equipment necessary to provide the Services to the Service Area(s). With the exception of consumables**

**Payment:** The Parties agree that in consideration of the Supplier providing the Services to the Customer the Customer pay the following to the Supplier:

£ 377.18 plus VAT per month (the “Contract Payment”)

To be paid to the Supplier in accordance with the payment terms as set out within the Terms and Conditions attached hereto and the following additional terms:

**Additional Payment Terms:**

Rosemary Glen Limited  
**Registered address:** 16 Berry Lane, Longridge, Preston, Lancs PR3 3JA  
**Company reg. No.:** 08170094  
**Correspondence:** Rosemary Glen Limited, Rosemary Glen, Elston Lane, Grimsargh, Preston, Lancs PR2 5LE



**In Witness whereof the parties hereto have caused this Contract (the Cleaning Services Agreement and Terms and Conditions together) to be executed the day and year first before written in accordance with their respective laws.**

SIGNED for and on behalf of Customer:

SIGNED by an authorised representative for and on behalf of the Contractor:

By : \_\_\_\_\_

By : \_\_\_\_\_

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Title : \_\_\_\_\_

Title : \_\_\_\_\_

**Rosemary Glen Limited**

**Registered address:** 16 Berry Lane, Longridge, Preston, Lancs PR3 3JA

**Company reg. No.:** 08170094

**Correspondence:** Rosemary Glen Limited, Rosemary Glen, Elston Lane, Grimsargh, Preston, Lancs PR2 5LE

# Appendix 2

## Rosemary Glen Cleaning - Longridge Council Station - Performance Schedule



Entrance, Corridor and Meeting room/Council chamber(weekly or as required)	DAILY	WEEKLY	MONTHLY
Vacuum carpet lanes mop hard floors		a	
Empty Waste Paper Bins In All Areas ensure fitted with white liner (including shredder bins)		a	
Spot Clean Internal Glass (Remove Finger Marks & Smudges On Entrance Doors)		a	
Wipe cup rings on desks		a	
Wipe (wet cloth) & Remove Finger Marks and Smudges from all Door Handles and Light Switches		a	
Clean Dust from: Windowsills, Picture Frames, Cabinets, Ledges, and Fire Extinguishers			a
Fully Clean Skirting Boards			a
Clean Dust from Chair Legs			a
Clean Dust From Ceiling Corners & Air Vents			a
TOILETS	DAILY	WEEKLY	MONTHLY
Sweep / Vacuum Floors	a		
Mop Floors (Including Behind Sanitary Bins)	a		
Clean Doors Including Hand Plates	a		
Empty Bins	a		
Clean Taps, Sinks, Splash backs, Sides	a		
Clean Toilets, Urinals (attention to pipes and Toilet Seats)	a		
Polish Mirrors	a		
Clean Under Hand dryers	a		
Spot Clean walls	a		
Replenish Toilets & Dispensers	a		
Replenish Fragrance Products	a		
Polish Door Kick Plates		a	
Remove Lime Scale from Taps, Sinks, Urinals and Toilets		a	
Fully Clean Skirting Boards			a
Clean Dust From Ceiling Corners & Air Vents			a
**Meeting room only used twice per week**			
**Council Chamber cleaned weekly**			

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RGC Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Meeting:</b>	<b>Estates Executive Committee</b>
<b>Meeting Date:</b>	<b>28 August 2024</b>
<b>Title:</b>	<b>Update on Actions from Recent Estates Meetings</b>
<b>Submitted by:</b>	<b>Clerk and Responsible Financial Officer</b>

**1. Purpose of the report.**

To update members on actions from previous meetings.

**2. Update on Actions from 24/06/24 Estates Meeting.**

Minute 240624/	Action	Who	Update
6	Review lease of the Longridge Heritage Centre Trust.	Clerk	This meeting.
	Installation of a vinyl on Conference Room windows.	Members	?
7	Seek approval for sign designs and quotes for new signs and installation.	Clerk	This meeting.

**3. Members are Recommended:**

To note the report and actions not yet completed.