



Longridge Town Council

Estates Executive Committee – Draft Minutes

Date:	28 August 2024		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: L. Jameson (Chair), P. Smith, and R. Walker.		
In attendance:	Town Clerk.		
Meeting started:	18:10	Meeting closed:	18:25

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1. WELCOME BY THE CHAIR.

The Chair welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies from Cllrs. Stubbs, Rogerson, Spencer and Jackson were accepted.

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

There were no declarations of interest.

4. APPROVE THE MINUTES OF THE COUNCIL MEETINGS HELD ON 26 JUNE 2024.

The minutes were agreed as a correct record and signed by the Chair.

5. PUBLIC PARTICIPATION.

There was no public participation.

6. STATION BUILDING SIGN

The Clerk submitted a report asking members to consider and approve a design, layout and wording of a replacement sign for one that was damaged in late January 2024. The Report asked members to take into consideration the views of the Station Café owner.

RESOLVED THAT THE COMMITTEE:

Approve the design, layout and wording as shown in the diagram opposite.



7. LONGRIDGE HERITAGE CENTRE LEASE.

The Clerk submitted a report asking members to consider a request from the Longridge Heritage Centre Trust (LHCT) that the Town Council enter into a lease agreement, that would provide LHCT a level of assurance enabling them to continue to operate from the Old Station Building in perpetuity.

RESOLVED THAT THE COMMITTEE:

Request the Clerk to bring a revised version of the Licence Agreement to a future meeting of the Estates Committee that amongst other things addresses the matter of 'In Perpetuity'.

8. REMEMBRANCE GARDEN AREA – RENOVATION.

The Clerk submitted a report asking members to consider the renovation of the Remembrance Garden and the area fronting the Station Café and Council 's Conference Room.

Members were reminded that some remedial work had already been undertaken, mainly on repointing paving stones, however, the garden area fronting the café and opposite the Conference Room is overgrown and the signature plants can no longer flourish. In addition, the 'top' of one of the heritage lightening columns is missing.

RESOLVED THAT THE COMMITTEE:

- a. Note that the Council had approved a budget for 2024/25 of £4,000 for the 'Maintenance of Open Spaces'.
- b. Approve the works to improve the garden area fronting the café and opposite the Conference Room and repair the heritage lights.
- c. Request the Clerk to work with members of the Estates Committee and produce a report that sets out other necessary work and submit to future meetings of the Estate and Budget Committees.

9. ROSEMARY GLEN LTD. CLEANING SERVICE AGREEMENT.

The Clerk submitted a report requesting members to review the current Service Agreement the Council has with Rosemary Glen Ltd.

Members were reminded that the current Cleaning Schedule had been in place since March 2023 and the Services Agreement since April 2023. The current Agreement states a monthly payment of £377.19 plus VAT for 5 hours work per week, however the Council s currently paying around £414.90 plus VAT per month.

RESOLVED THAT THE COMMITTEE:

Request the Clerk to seek alternate cleaning suppliers and report back to the Estates Committee.

10. UPDATE ON ACTIONS FROM RECENT MEETINGS.

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

RESOLVED THAT THE COMMITTEE:

Request the Clerk to remove the action relating to the installation of vinyls on the Conference Room windows.

11. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

No other matters were considered.

12. DATE OF NEXT MEETING.

The date for the next meeting is to be confirmed.

EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED THAT THE COMMITTEE:

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.

13. STATION CAFÉ – RENT REVIEW.

RESOLVED THAT COUNCIL:

Request the Clerk to inform the landlord that a rent review will be taking place.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.