

# Lanchester Parish Council

## Minutes of the Finance, Development and General Purposes Committee held at Lynwood House on Wednesday 27 September 2017 at 7.15 pm

**Present** Cllr. K Harrison (Chair)  
Cllr. S Walker, Cllr. P Jackson, Cllr. O Johnson,  
Cllr. T Jones, Cllr. D Smith, Cllr. M Walker, Cllr. D Friesner

**Apologies** Apologies for absence were received as follows:

Cllr. J Considine - family commitments  
Cllr. A Gray - work commitments

### **215/17 Declaration of Interest**

There were no declarations of interest

### **216/17 Public Participation**

The policy was distributed for the benefit of the public present.

### **217/17 Budget Position**

The Lead Officer presented the finance report. Members discussed the report.

**Recommended** - that the report be received

### **218/17 Lanchester Neighbourhood Plan**

A meeting of the working group took place on Thursday 14 September.

The consultant presented the revised draft housing settlement edge policy. Following discussion this draft policy was approved.

The consultant also presented information on a coherent approach for policy development and produced information on how all the policies will interrelate. It was agreed that small groups working on policy development should continue to work on policy statements and content. It was agreed that the next meeting on 1 November would take the form of a seminar/workshop to progress policy work.

An officer from Durham County Council attended the meeting and presented information on the Strategic Environmental Impact Assessment (SEA) and Habitat Regulations Assessment (HRA). It was considered that the Lanchester Neighbourhood Plan is at the right stage to commence screening for SEA and HRA. The screening will determine whether further reports or a full assessment is required. Durham County Council can support and undertake the screening work. The screening process includes a consultation period.

A small group has been formed to consider the mapping requirements for the Neighbourhood Plan. A meeting with County Council Officers has taken place. The County Council have indicated that they will be able to assist with some of the mapping requirements.

**Recommended** - that the information be received

**219/17**

### **Christmas Lights**

The fence has been removed from around the Christmas Tree. A new panel is currently being made. A price of £300.00 has been provided to galvanise the panel

**Recommended** - that the panel is galvanised at a cost of £300.00

Members discussed the provision of a small sign on the new fencing to acknowledge the Parish Council

**Recommended** - that a sign is purchased and erected

Members were provided with an update on arrangements for the Christmas Light Switch On event as follows:

- (i) Canon Robert Spence has accepted the invitation to turn on the lights.
- (ii) A risk assessment for the event was considered and agreed following a minor amendment
- (iii) A site visit has taken place with volunteers to agree site layout
- (iv) Members were informed of the need to purchase, fencing, lights, torches etc
- (v) The quantities for presents and refreshments was provided
- (vi) A meeting has taken place with the Police to discuss site layout, fencing etc
- (vii) Posters to promote the event were considered and selected
- (viii) The remaining elements of the event are being progressed

**Recommended** - that the information is received and approved

Members considered the price provided by the County Council to dress and undress the Christmas tree and to test and snag the lights in the trees.

**Recommended** - that the price of £1,105.97 to dress and undress the Christmas tree and to test and snag the lights in the trees be accepted

Members discussed the sourcing of some photographs of the Christmas lights for future use

**Recommended** - that the sourcing of photographs is progressed

Members were informed that correspondence had been received from a resident who is trying to set up a group to organise community events. The resident attended the meeting and provided information to Councillors. The group has approximately 10 volunteers with about 90 people interested in developments. Events the group were considering initially included a Christmas event and a Fun Run. The group have spoken with the Lanchester Partnership who have agreed that the group can operate under their umbrella.

With regard to the Christmas Light Switch On event the resident was informed that the event was a short but very well attended and successful family event. It was considered that the event was about at capacity. The resident suggested that shops could be asked to stay open longer, the community centre could be used for a shopping event and people could dress in Dickensian costumes. Discussion took place on whether it would be better for the two events to take place on the same or different evenings.

It was agreed that the Christmas Light Switch On event organised by the Parish Council should remain as currently organised. The Partnership group are to consider organising some additional elements including liaising with shops to stay open later and a shopping event in the community centre

A general discussion took place on event management including insurance, risk assessment, volunteers, first aid, permissions, the County Council Safety Advisory Group etc.

The Parish Council supports the efforts and enthusiasm of the group. It was suggested that the group be asked to attend a future Parish Council meeting to inform the Council further about their plans.

**Recommended** - that the group are asked to attend a meeting in January to provide further information on their plans

**220/17      Lanchester War Memorial**

Members were informed that following the consultation on the list of names for inclusion on the War Memorial a further 22 names have been identified.

A further article will appear in the Village Voice and on the Parish council notice board to consult with the community on this longer list of names.

A site visit is being arranged to view work from the company who will undertake the works on the War Memorial.

A representative from the company will attend the next meeting of the working group to discuss plans and design.

**221/17      Date of next meeting**

**Recommended** - that the next Finance, Development & General Purposes Committee meeting be held on Wednesday 29 November at 7.15pm at Lynwood House

**Business concluded at 8.30pm**