



## Minutes of the Lancaster Area Committee Meeting held on 6/10/2025

Present: Chairman Luke Travaskis, secretary Louise Ash, John Ashurst (LALC) Claire Helme, Terry Bond, Sue Aspinall, David Whitacker, Mark Winrow, David Wight, Chris Edwards and Sargent Lindsay Brown (Police)

**Item 1.** Those present and introductions. Please see the attendance above

**Item 2.** Apologies received from Caton, Borwick, Over Kellet and Aldcliffe with Stod

**Item 3.** Confirmation of appointment of Louise Ash as the new Lancaster Area Committee Secretary. Thanks to John Ashurst for his support of the group until a secretary was appointed.

**Item 4.** Chairmans address, no update.

**Item 5.** Sargent Lindsay Brown, Partnerships Offices for Lancaster and Morecambe Neighbourhood Policing attended to give us an opportunity to understand recent changes to local policing.

Items covered were **Neighbourhood Police Guarantee**, a government initiative to provide increased visibility, capability and trust. **How incident reports are handled** and responses are decided. Lindsay described the system and how reports are graded so that the correct resources are used for each incident. The responses vary from immediate action to follow up withing 8 days. **How to Report** to the police. For the most serious incidents phone 999. If you are uncertain call 999 they will pass you to the correct department if they feel the incident is non urgent. For all else the online reporting is excellent as its monitored closely and response times are quick.

**Road Safety** issues, Lindsay urged our residents to respond online via the dedicated online tool, the more often a report is made about dangerous driving or speeding in an area the more likely some resources can be allocated to deal with the issue.

**Local Themes.** Lindsay described the challenges faced locally with the large geographical area made up of some urban areas but also large rural areas. Thefts of farm vehicles, like quad bikes, may be dealt with by his team or the Penrith or Yorkshire team depending on the resources available. The rural teams work nights to deal with this kind of incident. Dwelling burglary goes up when the nights draw in, anecdotally Lindsay mentioned that a gang from Bishop Aukland had been arrested and jailed recently and this had a real impact on how many burglary incidents took place in our area.

Questions Taken: included some hot spot highlights around poor parking and thoughts on e-bikes. E-bikes, as a rule of thumb, that have a pedal are usually legal. Those that do not have a pedal are more likely to be illegal. The police are working hard to tackle those

using them without injury to both Police and riders. There is a worrying trend of purchasing a battery from EBay that adjusts bikes speeds to 40mph. These adapted bikes are likely to be a nuisance.

Lindsay was thanked for his contribution and left the meeting.

**The Minutes** of the last meeting were approved.

**Item 6.** Reorganisation of Local Government. The picture is becoming clearer now that the deadline for choosing the new 'map' of Lancashire is so close. Louise shared the 5 maps that have been circulated locally, one of which will be chosen as the new look Lancashire. Luke shared views published by the local Chamber about the Lancaster district; they championed the linking of Lancaster, Fylde and Blackpool.

There was some discussion around public assets and progress in Fylde, who are giving assurance that community assets are protected by placing them into PC ownership thus giving reassurance that these assets will remain after devolution has taken place. Luke agreed to draft a letter to local leaders around any common areas of concern.

**(Action Point – LT to draft letter)**

**Item 7.** The Practitioners Guide, new **Assertion 10**. Louise shared a breakdown of the assertion and its real-life implications. Members discussed the cost of changes and the practicalities around the adoption of any changes. **(Action Point LA to share documents)**

**IT policy document** – please note on page 46 of the Practitioners Guide, item 5.122 there is a copy of the IT Policy template for you to download and edit. Log into your account on the NALC website to find the Practitioners Guide 2025.

**GDPR, Data protection** and **Cyber Security** go hand in hand and a small suite of policies around these issues is likely enough to ensure you are compliant, you need a Privacy Policy, an IT Policy and a Data Protection Policy. They should all be compatible with each other to ensure you have covered both why and how you use sensitive data, how to store and keep that data lawfully, how to dispose of it correctly and how you protect the IT systems you use from outside attack so the data isn't stolen. Remember your internal auditor will be able to help you understand what they are looking for at the next audit, so ask questions now!

**Resources for Training** around these changes. Make sure your clerk gets the training required. Try **LALC website** ([www.lalc.org.uk](http://www.lalc.org.uk)) for upcoming training, look at the sites mentioned in the Practitioners Guide, like the Information Commissioners Office. Use the National Cyber Security Centre website ([ncsc.gov.uk](http://ncsc.gov.uk)) for basic IT training for public office.

**Item 8.** LALC Members Business

Members are reminded of the conference at County Hall on Saturday 1st November 2025 to include the 81st LALC AGM from 2:30 in the afternoon. Documents can be found on the LALC website [Lancashire Association Of Local Councils | Parish Councils](https://www.lancashirecouncils.org.uk/parish-councils)

Look out for a **free** Martyn's Law Webinar on LALC website.

**Item 9.** Open Forum

**Item 10.** Topics for a future Agenda

Developments around Devolution

**Item 11.** Any other business

None

**Item 12.** Date of the next meeting is Monday 12 January 2026 at 7:00pm. The guest speaker will be Mark Davies, Chief Executive of Lancaster City Council.

**Action Points**

**Luke** – Letter as per item 6

**Louise** – circulate documents re SAPP Assertion 10 as discussed at item 7