

## Minutes of LLRA Management Committee Meeting Thurs 12 September 2019 6:00pm

**Purpose:** Review of current issues affecting Long Leys residents

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**Present:** Gary Stimson, Megan Cox, Jackie Ward, Jon Davies, Tony Wass, Emma Olivier-Townrow, Keith Newsome

**Apologies:** Jim Hanrahan, Chris Taylor

**Kindly hosted by:** Cloverleaf Care Home

### 1. Introduction by Chair

The Chair expressed his thanks to Cloverleaf Care Home for hosting the meeting.	Action
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### 2. Minutes of Previous Meeting

Minutes of 20 June 2019 were accepted as a true record of the meeting.	
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### 3. Treasurer's Report

<p>The 2018/19 accounts have had independent inspection. The support from S. Rickaby is much appreciated. Jackie will forward a copy of the signed accounts and Jon will "redact" the signature before adding the accounts to the website.</p> <p><b>Update 16 Sept:</b> Added to Appendix A of these minutes.</p> <p>The 2019/2020 accounts circulated show a remainder of £25 for the year once anticipated costs are taken into account. A future meeting should return to the subject of ongoing costs/fundraising. It was felt that about £300/year would usually suffice depending on activities.</p>	<b>Jackie Jon</b>
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### 4. Policies

<p>The Draft Data Protection Policy was agreed by the meeting. See <a href="http://long-leys.org/llra-data-protection-policy/">http://long-leys.org/llra-data-protection-policy/</a></p> <p>The Draft Health &amp; Safety Policy was agreed by the meeting. See <a href="http://long-leys.org/llra-health-safety-policy/">http://long-leys.org/llra-health-safety-policy/</a></p>	
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Further to this, Gary mentioned the SID guidance should be explicitly clear on the minimum number of people required to change batteries or move the SID (one in both cases).	<b>Jon</b>
Keith, as the lead organiser, will prepare a risk assessment for the Carols on the Green for review at the next meeting. Jon to send through previous examples of assessments done for litter picking and the walks on West Common.	<b>Keith Jon</b>

## 5. Neighbourhood Plan Action Group (NPAG) Progress Report

<p>All activities within this project can be seen at <a href="http://long-leys.org/neighbourhood-plan/">http://long-leys.org/neighbourhood-plan/</a></p> <p><b>Community Vision &amp; Objectives</b> A revised community vision was agreed by NPAG (and previously circulated to the LLRA management committee) who are awaiting revised objectives from Helen Metcalfe for discussion at the next NPAG meeting on 18 September. Following this they will be circulated to the management committee for comment.</p> <p><b>Housing Needs Analysis (HNA)</b> A draft of the HNA report has been received from AECOM, the specialist consultants. This will be discussed by NPAG with a meeting next week. The report will provide guidance on:</p> <ul style="list-style-type: none"> <li>• Tenure &amp; affordability of properties</li> <li>• Type &amp; Size of properties</li> <li>• Specialist Housing for the elderly</li> <li>• Newly forming households/first-time buyers</li> </ul> <p>A housing requirement figure has been requested from City of Lincoln Council who have indicated they will have a draft figure in November, with a full finalised report for the revisions to the Central Lincolnshire Local Plan in the new year.</p> <p>A discussion took place on the level of housing growth over the next 20 years. The broad conclusion was that a variety of levels were possible, depending on the view of the overall community. The key point was that whatever level of development occurred that the Neighbourhood Plan should be used to ensure it enhanced rather than degraded the community and facilities (i.e. more housing should mean more facilities).</p> <p><b>Footpaths &amp; Cycleways</b> A consultation with residents on footpaths &amp; cycleways has resulted in some excellent ideas for improving the ease and safety of walking, cycling and horse-riding in Long Leys. These are still evolving as discussions continue with interested stakeholders. The</p>	
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detail of each of these routes was discussed at the meeting with broad consensus on the challenges. Route 6 (through Whittons Park) was unlikely to be achievable given the opportunity for an enhanced playpark and other solutions for getting between Burton Road/Yarborough Road were needed. Consensus with all stakeholders is considered important on discussions.

It was suggested that conversations with Doddington Hall cycle shop could offer some insights into how they achieved better access from the National Cycle Route.

#### **Burton Ridge Habitat Survey**

A brief overview of this report was given with the meeting broadly agreeing with the areas proposed for protection in the survey. A variety of community projects were proposed in the survey. The meeting supported further investigation on the feasibility of these.

#### **Whittons Park Playpark Upgrade**

This is a community project with a more immediate opportunity to progress, given ongoing discussions with the Recreational Services Team at the city council. Jon has formed a small group of parents to help provide input into this process which will involve supplier selection for a tender. Current proposals centre around facilities for the 0-15 age group along with safe cycling/pushchair access for children to the location. A formal entrance from Hobblers Hole into the park would be desirable. The plan would also involve improving the drainage and protecting against illegal access on the lower part of the park. The meeting suggested that facilities for adult exercise should be considered.

#### **Other Aspects**

Investigations on other focus areas continue:

- the viability of a shop
- the potential for a community centre/hub
- defining suitability criteria for new business development

A newsletter and community survey to cover the focus areas above is likely to go out during October.

## **6. Traffic Commissioner Complaint**

Plan to pull this together just prior to Christmas with the intention of submitting evidence by February 2020 on the Veolia Vehicle Operating Licence renewal.

**Jon  
Megan**

## 7. Whitton Park Footpath Adoption

<p>We are now 4<sup>th</sup> on the list. It is understood landowners have been informed of the request. The main focus from Right of Way team at the county council is on establishing historic data on the route.</p> <p><b>Update 16 Sept:</b> Consultation document issued by Definitive Map Officer (closes 14 October 2019).</p>	
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## 8. Carholme Community Forum (CCF) update

<p>Minutes of these meetings can be seen at <a href="http://long-leys.org/carholme-community-forum/">http://long-leys.org/carholme-community-forum/</a></p> <p>A summary of the 10 August meeting has been previously circulated with the meeting focussed on Caruthers Court on West Parade. The 10 September cancelled meeting is now scheduled for 17 September.</p>	
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## 9. Commons Advisory Panel (CAP) Update

<p>CAP information can be seen at <a href="https://democratic.lincoln.gov.uk/ieListMeetings.aspx?Committeeld=141">https://democratic.lincoln.gov.uk/ieListMeetings.aspx?Committeeld=141</a></p> <p>Last meeting: 1 July attended by Emma &amp; Jon Main focus was on a presentation by John Cotton, Lincolnshire Cyclo-Cross Association, who had been refused permission by the city council to run an event on South Common. Refusal was on the basis of the Panel's previous views regarding no cycling on the Commons. After discussion it was resolved that advice be sought from relevant organisations to find a safe route to hold a cycling race on the South Common as a one-off event to evaluate its effect on the eco system.</p> <p>A small group nominated themselves to assist with developing the 2020-2025 management plan.</p> <p>Concerns were raised about the lack of rough on the golf course side of West Common. Subsequently there was a walkabout of the area on 3 August and discussions on the mowing regime for the rough are ongoing with the golf club.</p> <p>A request to review access to drinking water was made.</p> <p>Next CAP meeting: 16 September. Agenda items tabled by LLRA:</p> <ul style="list-style-type: none"><li>• To understand the reasons why some of the stables at the West Common stable block have been fully meshed over, which is preventing swallows using them as nest sites.</li></ul>	
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<ul style="list-style-type: none"> <li>To understand how the communities around the Lincoln Commons can support overall efforts to respond to inappropriate traveller encampments in a timely manner.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>News on final locations/dates for the benches which will return in 2019 will be requested.</li> </ul>	
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## 10. Planning Applications

None significant. Outline planning permission was given to a further home around Mill Cottage. The land appears to be up for sale. The impact on the nearby footpath will be monitored.	<b>Gary</b>
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## 11.Speed Indicator Device (SID) Update

<p>There were issues with the SID being tampered with on Hewson Road, with the unit turned around by an individual with access to tamper proof screwdriver and ladder at about 10:45am on Friday 16 August. Written assurances will be requested from WERA before the unit returns to this location. In addition, a kind individual has developed a solution to stop the unit being rotated again, involving drilling the post. This will be implemented once assurances are received. The unit is now by the Curtis factory.</p> <p><b>Decision:</b> Approval was given by the meeting to spend £125 on the required signage and branded hi-vis jackets required to operate the educational phase of the Community Speed Watch programme. Prior to purchase, communication will go out to the community to advise them of the activity and that under the Speed Watch programme an advisory letter will, in most cases, be sent to the Registered Keeper of those vehicles that are detected at or above 35 mph (rather than the 40mph proposed at the AGM). Depending on the level of negative feedback (if any), a consultation on the 35mph level could be part of the October community survey. A formal decision will be made at the November meeting. The communication will include a request for additional volunteers to take part in this activity.</p> <p>Glenn Smith will attend the November management meeting and could be the lead on SID activity.</p>	<p><b>Jon Jackie</b></p> <p><b>Jon Jackie</b></p>
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## 12.LLRA Charitable Status

This will be further up the agenda at the next meeting, to allow time for this to be reported.	
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## 13.AOB

<p>Jackie raised a resident suggestion which she had received, which was an idea to support less able/isolated members of the community by setting up “a group of volunteers which visited people with medicines or shopping that needed collecting or simply just for a chat or some basic phone/computer tutoring etc.”</p> <p>Emma agreed to consider what options there were for setting this up for review at the next meeting, to include any potential volunteer vetting and insurance issues.</p>	<b>Emma</b>
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## 14.Management Meeting Dates

<p><b>Next meeting: 6pm Thursday 14 November 2019 – Location TBC but hopefully Cloverleaf</b></p> <p><b>Future meeting dates</b></p> <ul style="list-style-type: none"><li>• See <a href="http://long-leys.org/management-committee-minutes/">http://long-leys.org/management-committee-minutes/</a></li></ul>	
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JP Davies 12 September 2019 (v2 updated 16 September)

## Appendix A – Inspected Accounts Signed Off

DATE	DETAIL	Receipt/Chq	CR	DB	BALANCE	NOTES
01/04/2018	Balance Brought Forward		77.56		77.56	
23/05/2018	TRANSFER From Stop Veolia Fund		12168.45		12246.01	Amalgamate accounts-As per minutes of AGM Meeting held 22 May 2018
28/05/2018	Jon Davies - re-imburement	Chq 100037 )		155.98	12090.03	Exp voucher 3 - Ink and Paper for Flyer - Printing costs £155.98
		Chq 100037 )		42.70	12047.33	Exp voucher 3 - AGM Refreshments 22/05/2018
21/08/2018	Road Safety Partnership	Chq 100038		40.00	12007.33	Application fee SID Speed Device
06/11/2018	Zurich Ins. 3rd Party Ins	Chq 100039		99.31	11908.02	Public liability Ins 10M
21/11/2018	Deposit LCC Sec. 106 Grant		2759.60		14667.62	Includes £50 for Cable ties for mounting SID
01/01/2019	Elan City SID	Chq 100040		2709.60	11958.02	Plus Pending - £50 ringfenced for Step ladder
14/03/2019	Keith Newsome re-imburement	Chq 100041		27.07	11930.95	Exp Voucher No. 5 - Re-imburement Carols on the Green - Dec 2018
16/03/2019	Jackie Ward re-imburement	Chq 100042		123.60	11807.35	Exp Voucher No. 6 - Purchase of SID fixing cables & tools from Grant 106 See deposit LCC 21/11/18
20/03/2019	Void	Chq 100043		0.00	11807.35	Chq Void
20/03/2019	Jackie Ward re-imburement	Chq 100044		43.96	11763.39	Exp Voucher 7 - Reimburse for Theft and Vandalism Insurance with Zurich Ins
29/03/2019	Chris Taylor re-imburement	Chq 100045		40.21	11723.18	Exp Voucher 8 - Reimburse for Printing of March 2019 News Letter
31/03/2019	Actual Balance at Bank		2759.60	2944.44	11723.18	
					11723.18	
	Ringfenced Stop Veolia			11668.45	54.73	
	<b>TOTAL</b>		15,005.61	14950.88	<b>54.73</b>	

	£	
Balance =	11723.18	11723.18
Less Ringfenced Stop Veolia	11668.45	54.73
Less Pending		
		54.73
<b>Actual Available Balance</b>		<b>54.73</b>

\*NOTES

Examiner. S.K. RICKABY.  
LINCOLN UNIDG.  
25/6/19.