

## Minutes of LLRA Management Committee Meeting Tuesday 16 January 2024 6:00pm

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

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**Present:** Gary Stimson, Jackie Ward, Jon Davies, Ben Hill, Keith Newsome (part), Glenn Smith (part)

**Apologies:** Nick Wiles, Jim Hanrahan

**Kindly hosted by:** Gary

### 1. Introduction by Chair

The meeting thanked GSt for hosting the meeting.	Action
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### 2. Minutes of Previous Meeting

Minutes and decisions of 21 November 2023 meeting were accepted as a true record.	
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### 3. Next Meeting

Proposed for Tuesday 5 March 2024 hosted by GSt.	
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### 4. Finances Update

JW presented the latest financial position (See Appendix A). The only significant spend prior to year-end will be the insurance renewal (est £295).	<b>Jon Davies</b>
S106 agreement 10-year extension: An update has been requested from the LCC Strategic Development Officer.	
A new bank mandate has been submitted. Awaiting HSBC's response.	
JD to try and release the security block on JW's telephone banking access.	

### 5. Governance and Constitutional Compliance

a) The meeting considered whether a general "one-way" Non Disclosure Agreement should be produced, to provide general assurance to organisations sharing privileged or confidential information with LLRA officers. Having an agreement signed by committee members would confirm their understanding that privileged information would not be communicated to other individuals or shared on social media. It was agreed that GSm and GSt would progress this further.	<b>Glenn Smith / Gary Stimson</b>
b) There was a brief discussion on the aims of the association. These were previously shared in April 2022 with a community-wide leaflet drop of the "LLRA: Who Are We?" leaflet. The meeting recognised that we should more closely monitor performance against them.	

<p>Potentially a more accessible mission statement could be produced. A draft was previously proposed by a resident (See Appendix B). It could be a good thing to put in the Neighbourhood Plan documentation GSm/GSt to consider.</p>	<p><b>Glenn Smith / Gary Stimson</b></p>
<p>c) GSm went through what does and does not constitute bullying. It is worth considering whether part of this (section 3.1?) could be added to the constitution before 8d. GSm and GSt will rework this. Changes would require a vote at the next AGM. The words used on previous AGM Agendas could also be added (See Appendix C for text).</p>	<p><b>Glenn Smith / Gary Stimson</b></p>
<p>GSm and KN left the meeting at this point.</p>	

## 6. Grant Applications

<p>LLRA have successfully applied for a Carholme Community Chest (CCC) grant for £660 for litter picking equipment. JW talked through the supporting documentation required for the acceptance form and monitoring of the project.</p> <p>The meeting agreed the following policy for safeguarding purposes: Individual children attending LLRA litter picks need to be accompanied by a parent or guardian. Those attending in organised groups need to be accompanied by a Responsible Adult designated by the parent.</p> <p>As evidence of the volunteer hours contributed is needed, an attendance form will be produced for each session. JW assisted by JD will submit the form.</p>	<p><b>Jackie Ward / Jon Davies</b></p>
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## 7. Community Energy Feasibility Project

<p>JW/JD/GSm/JH participated in a group review session with Kate Bell at CoLC, Peter Griffiths from Bable, and a representative from Sincil Bank to review opportunities for a Scalable Cities Action Grant within Lincoln. The fund supports projects to facilitate the transition towards climate neutrality.</p> <p>The group identified a project concept of “Defining the energy generation potential of public/shared community space”. Several different projects could spin off from this (such as small-scale solar panels on land owned by the City Council to provide energy to the benefit of the community, or water source heat pumps using the river Witham in Sincil Bank).</p> <p>Timescales are very tight with grant applications required by 31 January 2024. Kate Bell will explore with Bable whether this is feasible and keep LLRA/Sincil Bank posted. There are other grants on less tight timescales that may be better to use.</p>	
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## 8. LLRA 2024 AGM

<p>Proposed for 6:30pm Tuesday 11 June at Discovery Cafe.</p>	<p><b>Jon Davies</b></p>
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## 9. Carholme Community Forum (CCF) update

<p>Last meeting: Tuesday 5 December 2023 (attended by JD)</p> <p>Next meeting: Tuesday 23 January 2024 (GSt/JD)</p> <ul style="list-style-type: none"> <li>• There was a general discussion on the granting of several planning applications which remove gardens and a former orchard in the West End.</li> <li>• Concerns were raised over the lack of city council action over drug dealing from council properties.</li> <li>• The Carholme Community Chest panel released circa £7k of funding for projects which benefit local residents. Further sums will be released in subsequent funding rounds.</li> <li>• The Carholme Road resurfacing project will costs circa £6 million and run from Lucy Towers to the grandstand. This is scheduled to start mid-April. Initial indications are that official diversions will not involve Long Leys Road but will use the East/West link. Local flooding issues will also be addressed as part of the project, along with pedestrian crossings.</li> <li>• Local councillors are reviewing how residential parking can be improved in the West End.</li> </ul>	
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## 10. Commons Advisory Panel (CAP) Update

<p>Last meeting: 6pm 4 December 2023 (attended by BH/JD)</p> <p>Next meeting: Tues 5 March 2024 (BH/JD)</p> <ul style="list-style-type: none"> <li>• The Golf Course part of West Common flooded due to heavy rain and a breach in the flood protection. The Environment Agency will repair the breach, but their priority is to address flooding or risk of flooding for homes. The breach was attributed to natural causes (tree roots and rabbit burrows may have played a part).</li> <li>• On Public Space Protection Orders, reported vandalism costs were relatively low compared to the cost of a ranger scheme presented at the last meeting.</li> <li>• Now 38 horses on West Common so fallow period for April is probably not necessary.</li> <li>• Details on the first lecture in the History Café series are available at the Local Landscapes and Hidden Histories Facebook Group. (JD advertised this and subsequent talks).</li> <li>• Survey of Lincoln have just produced their latest publication: Burial grounds of Lincoln.</li> <li>• Sadly, George Woolfenden died just before Christmas, George was a long-time supporter of West Common and WERA.</li> </ul>	
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## 11. Speed Indicator Device (SID) Update

<p>Mobile SID is currently by Curtis (JD). A new battery was required for the voltmeter.</p> <p>Once January is complete, data from both SID's can be analysed to compare traffic flows and driver behaviour.</p> <p>GSt has loaned JD a battery tester to check the new batteries.</p>	<p><b>Jon Davies</b></p> <p><b>Jon Davies</b></p>
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## 12. Planning Watching Brief – Planning Applications

Two applications since last meeting. <ul style="list-style-type: none"><li>• 26 Oakleigh Drive. Conversion of existing detached garage into self contained annexe</li><li>• 2 Dorrigan Close. Single storey rear extension.</li></ul>	
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## 13. Long Leys 2021-2040 Neighbourhood Plan

<p><u>Current / Next Steps</u></p> <p>A draft of the full Design Code being prepared by AECOM should be available in coming weeks for further review. Feedback has already been provided to them on sections 1-3.</p> <p>Subject to the Design Code being complete, a further technical support package will be requested on the master planning of the Albion Works.</p> <p>Open Plan have provided a provisional outline for Neighbourhood Plan development and a Tasks and Timetable on the work required. These were shared via email with the Management Committee. These two documents, along with the original Open Plan proposal, will be used as the basis for future action on the Neighbourhood Plan.</p> <p>On the Timetable, the meeting considered that it was overall too ambitious in terms of steering group input (the LLRA Management Committee). It was considered important to adopt a pace that could realistically be supported by community volunteers, especially in areas where volunteers needed to be recruited. Progress on actions can of course be made where volunteer time is available.</p> <p>The community engagement plan is key to progressing the project. JD agreed to action a first draft of this, supported by Open Plan. An initial part of this would be a community wide launch document introducing Open Plan and the Neighbourhood Plan so there was a context for future activities. This communication could also ask for help from community volunteers on specialist aspects of the plan.</p> <p>JW/JD would liaise with Open Plan in the next week, to review the action plan in more detail.</p>	<p><b>Jon Davies</b></p> <p><b>Jackie Ward / Jon Davies</b></p>
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## 14. Albion Crescent Green Transfer to LCC Highways

<p>A draft transfer agreement is being sent to LCC Highways. This includes restrictive covenants requiring the County Council not to use the land other than as public highway, and not to change the use of the land without LLRA's consent.</p> <p>Subject to LCC's agreement the transfer can be implemented.</p>	
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### 15. Cloverleaf – Carols Saturday 23 December 2023

Cloverleaf were generous hosts and very helpful in providing equipment and hot chocolate.	
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### 16. Liaison with Local Councillors

<p>Progress on initial priorities</p> <p><b>In progress</b></p> <ul style="list-style-type: none"><li>• County<ul style="list-style-type: none"><li>○ A46 underpass safety due to foliage growing over the verge.</li><li>○ Grand Prix Cycling detour planning for 2024.</li></ul></li><li>• City<ul style="list-style-type: none"><li>○ West Common perimeter – address muddy areas highlighted to allow continued walking/jogging.<ul style="list-style-type: none"><li>▪ <i>The city council have now put up signs indicating an alternative route outside the main area (on the straight mile) to avoid some of the mud.</i></li></ul></li></ul></li></ul> <p><b>Complete</b></p> <ul style="list-style-type: none"><li>• County<ul style="list-style-type: none"><li>○ Street Lighting failures 202-212 Long Leys Road (5 lights out for some months).</li><li>○ Flooding on Long Leys Road at Albion Crescent turning.</li></ul></li><li>• City<ul style="list-style-type: none"><li>○ Resolution of the Zip Wire problem at Whitton Park. (It is still a feisty ride!)</li></ul></li></ul> <p>Fix my street is considered by LLRA to be the most effective way to report issues initially.</p>	
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### 17. AOB

<p>c/f x 2 NW suggested (via GS) that he would like to organise some community events. Meeting agreed this was a good idea and will consider/discuss any specific proposals made by NW or others at the next meeting.</p> <p>The meeting closed at 8pm.</p> <p>For all minutes see <a href="http://long-leys.org/management-committee-minutes/">http://long-leys.org/management-committee-minutes/</a></p>	<b>Nick Wiles</b>
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JP Davies  
v1.0 16 January

## Appendix A: Finances 16 January 2024

SUMMARY		
Detail	Balance	
Cash Flow	507.38	
Ring fenced	6318.45	
Land Albion	0.00	
<b>Balance LLRA</b>	<b>6825.83</b>	
<b><u>Finance Update – Committee Meeting Tuesday 16<sup>th</sup> January 2024</u></b>		
<b>Bank Reconciliation</b>		
Balance @ Bank last statement	<b>6825.83</b>	
Less unpresented Cheques –	0.00	
Reimbursement -	0.00	
	<b>6825.83</b>	
<b><u>Cash Flow:</u></b>		
Balance at last meeting	517.78	
<b><u>Income</u></b>		
<b><u>Expenditure since last meeting:</u></b>		
Monthly bank charges.	10.40	
<b><u>Balance Cash Flow</u></b>		<b>507.38</b>
<b><u>Balance Ring fenced – unchanged</u></b>		<b>6318.45</b>
	<b>Total LLRA Funds</b>	<b>6825.83</b>
<b><u>SECTION 106 GRANT</u></b>		
Balance @ 31 March 2016	70578.00	
22/5/2018 purchase of SID		2759.60
1/12/2021 Albion Land Acquisition		5000.00
Drawdown for Purchase of Solar SID		3119.80
Unconfirmed Bal - Confirmation of balance requested from LCC		<b>59,698.60</b>
End date confirmed as 27 <sup>th</sup> January 2025		
<b><u>Neighbourhood Planning Grant 2023/24 (Held by City of Lincoln Council)</u></b>	<b>£8,400.00</b>	CR
Invoice OpenPlan Consultant Commencement fee (£2592 less £432. VAT)	2160.00	
	<b>Balance</b>	<b>6240</b>
<b><u>Technical Support 2003/04 – Master planning/Design Codes</u></b>		
<b><u>Held by AECOM</u></b>		
<b><u>Projected Expenditure</u></b>		
Inspection of 2022/23 accounts – NLAS Voucher to be purchased for inspector	20.00	DB
<b><u>Finance Notes:</u></b>		
Carholme Community Grant – Purchase of litter picking equip.– Awarded	660.00	CR
Awaiting acceptance of conditions of grant by committee		

## Appendix B: Previously Suggested Mission Statement

### Suggested 1st Draft - Long Leys Residents Association - Mission Statement

*Our mission is to engage with the Long Leys community and determine current and future needs*

*To help and assist the community to identified priorities and projects that will enhance health, wellbeing and social benefits of the local community both now and in years to come.*

*To harness enthusiasm and skills within the Long Leys community that would help facilitate and shape the defined Long Leys area.*

*To liaise and work positively with others who impact on the community of Long Leys Road area towards positive outcomes for residents.*

*To be open, honest, transparent, democratic and political neutral.*

*To have due regard and respect differences.*

## Appendix C: Previously Used Words On AGM Agenda

### PLEASE RESPECT THE VIEWS OF OTHERS

This is a community meeting run by volunteers on behalf of the community. LLRA recognises that individual opinions will inevitably differ and recognises the value that different perspectives can offer. Indeed, the express purpose of holding the AGM is to give everyone in the Long Leys community the opportunity to express their views on the matters raised, in order that well informed decisions can be made by majority consensus.

To this end, attendees are respectfully reminded that they are expected to conduct themselves in a reasonable manner throughout the meeting and give others the opportunity to express their views. Please keep contributions as brief and to the point as possible, to allow different views to be heard in the time available. Ultimately any decisions made will be based on democratic process, not on who talks loudest!