

# Minutes of LLRA Management Committee Meeting

## Tuesday 21 November 6:00pm

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

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

**Apologies:** Ben Hill, 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 3 October 2023 meeting were accepted as a true record.	
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### 3. Next Meeting

Proposed for Tuesday 16 January 2024 hosted by GSt.	
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### 4. Finances Update

<p>JW presented the latest financial position (See Appendix A). Available cashflow is £517.78. Other than bank charges, recent spend was for £39.99 for a new storage box for SID batteries.</p> <p>Banking mandate for KN is still not set up. An additional copy was signed by officers at the meeting to send to HSBC.</p> <p>JW/JD confirmed that the Strategic Development Officer at Lincolnshire County Council (LCC) is processing a 10-year time extension on the SEC building S106 agreement which expires on 17 Jan 2025. Timing to be confirmed.</p> <p>As part of governance activity, the meeting agreed revised copies of:</p> <ul style="list-style-type: none"><li>• LLRA Management Committee Roles &amp; Responsibilities</li><li>• Data Protection Policy September 2019</li><li>• Health &amp; Safety Policy September 2019</li></ul> <p>Revised documents will be added to the long-leys.org website. The data protection policy was amended to request that personal devices, used by committee members to receive LLRA emails or hold other data, has password protection.</p> <p>It was agreed that GSm will take on the Constitutional Compliance role.</p>	<p><b>Jackie Ward</b></p> <p><b>Jon Davies / Jackie Ward</b></p> <p><b>Jon Davies</b></p>
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## 5. Grant Applications

<p>LLRA have applied for a Carholme Community Chest (CCC) grant in the initial round of applications. This is for £660 for litter picking equipment. Potentially could receive the outcome before the New Year.</p> <p>JD advised that he had been invited to sit on the CCC panel as an individual knowledgeable about the Carholme Ward, rather than specifically as an LLRA representative.</p>	<b>Jackie Ward</b>
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## 6. LLRA AGM & Community Meeting 2023: 13 June

<p>The key action points from the meeting have now all been incorporated in overall LLRA activity, with the exception of one regarding the potential for a mirror at the underpass to improve driver visibility round the corner. This will be explored with LCC Highways.</p>	<b>Jon Davies</b>
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## 7. Carholme Community Forum (CCF) update

<p>Last meeting: Tuesday 10 October 2023 attended by GSt/JD Next meeting: Tuesday 5 December 2023</p> <p>There was a special meeting prior to the 10<sup>th</sup> October which covered outstanding problems in the Carholme area which needed further support from councillors. GSt felt Fix my street was very effective for getting resolution of reported problems.</p> <p>The main meeting covered a discussion on Conservation areas in Lincoln, together with feedback from the Community Service Team regarding the management of bins on the street. There was also a briefing on the Lincoln Community Chest grant initiative.</p>	
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## 8. Commons Advisory Panel (CAP) Update

<p>Last meeting: 9 October attended by JD Next meeting: 6pm 4 December 2023 (BH/JD)</p> <p>There was a discussion on Public Space Protection Orders which for a variety of reasons were not considered suitable for improving the public safety of the Commons. City council will present other options at the 4 December meeting.</p> <p>Work has been done to better understand the drainage on the main part of West Common. Discussion on how to address the boggy areas around the perimeter are ongoing – with the CAP chair walking the areas with JD subsequently.</p> <p>Some details on the Lincoln Green Museum were presented. This is a 3-year funded programme of community engagement across Lincoln's parks and selected open spaces. Specific activities will be publicised in coming months.</p>	
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## 9. Speed Indicator Device (SID) Update

<p>Mobile SID is currently by 55 Long Leys Road (JW).</p> <p>A new SID kit box has been purchased by BH and now with JW. GSt suggested that a check should be made to ensure that battery terminals could not come into contact with each other and short circuit. JW to review.</p> <p>Solar SID was re-angled to activate further into the underpass bend. The recent Evomobil app upgrade has permitted the download of data from Solar SID although there are technical challenges to running this with existing desktop software which need to be overcome before data can be graphed and analysed.</p> <p>GSm is planning the 2024 rota. It was agreed to offer SID to WERA on a quarterly basis. Community Speed Watch activity will also be planned.</p>	<p><b>Jackie Ward</b></p> <p><b>Jon Davies</b></p> <p><b>Glenn Smith</b></p>
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## 10. Planning Watching Brief – Planning Applications

No applications since last meeting.	
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## 11. Long Leys 2021-2040 Neighbourhood Plan

<p>JW/JD were pleased to report that the initial funding stage of the project was complete with City of Lincoln Council having made the initial payment to Open Plan consultants. The project now has sufficient finance to run to completion (subject to any changes in government policy).</p> <p>The meeting agreed it was a highly positive step to bring Open Plan on board, who will follow the recognised and nationally established planning process to deliver the Long Leys Neighbourhood Plan. The meeting recognised that committee members are not professional planners and welcomed the employment of professionals for key activities to progress and lead the project, with LLRA and the Long Leys community providing support and community input where required. Once actions are identified, it will be good to get knowledgeable and enthusiastic volunteers from the Long Leys community involved in various aspects of the project.</p> <p>Project control will be provided by the LLRA Management Committee, as the formal Neighbourhood Forum for the area, with Open Plan leading the project on LLRA's behalf and providing updates. Progress will be reviewed at LLRA Management Meetings, email updates or via extra project review meetings if required.</p> <p><u>Current / Next Steps</u></p> <p>Open Plan are currently preparing a summary of the information that will need to be included in the "Evidence Base" for the Neighbourhood Plan. A meeting will be held in the next week or so to go through this to identify specific tasks and discuss the community engagement strategy. This will be shared with the rest of the committee when available.</p> <p>As part of the process, various technical support packages have been identified by discussions between Open Plan and LLRA.</p>	<p><b>Jackie Ward / Jon Davies / Glenn Smith</b></p>
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<p>The first is the development of a Design Code by AECOM. A half day walkabout of Long Leys with the AECOM consultant was recently supported by Open Plan. JW, JD and knowledgeable local resident Chris Hobbs planned the route and provided background. AECOM will now produce a draft Design Code in the next month or so for further review.</p> <p>Technical packages are done sequentially, rather than in parallel, so no progress will be made on further technical support until the Design Code is complete. Further technical support packages could be the master planning of the Albion Works, followed by the master planning of the St. George's Hospital site.</p>	
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## 12. Albion Crescent Green Transfer to LCC Highways

<p>This is slowly moving forward with the hope, rather than the certainty, that it will be completed this financial year. The solicitor has been asked to include a single covenant that requires LLRA is consulted on any future use other than as amenity land adopted as public highway.</p> <p>.</p>	<p><b>Jon Davies</b></p>
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## 13. Cloverleaf – Carols Saturday 23 December

<p>KN confirms preparations are in hand and publicity material will be circulated circa 1 December.</p> <p><u>KN left at this point.</u></p>	<p><b>Keith Newsome</b></p>
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## 14. Liaison with Local Councillors

<p>Progress on initial priorities</p> <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><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.</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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## 15.AOB

<u>Dial-A-Ride parking</u> c/f It was suggested that GSm approach Neil Curtis to see whether the Dial-A-Ride bus could be parked on the mostly empty car park at the Curtis factory.	<b>Glenn Smith</b>
<u>Other Community Events</u> c/f NW suggested (via GSt) 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.	<b>Nick Wiles</b>
<u>Travis Perkins Update</u> JW/JD attended a routine meeting with the TP branch manager. The TP Teal Park branch has now opened, and some delivery vehicles and staff have moved there from Logn Leys. There are now two delivery vehicles operating out of Long Leys rather than the three or four operated historically. Weekday opening times have moved back by 30 mins to 7.30am. JD will put together a quick post on this and after review by the branch manager will share the changes with the local community.  TP also agreed to support future litter picks with materials and use of refuse bins at the site.  The meeting closed at 7.30pm.  For all minutes see <a href="http://long-leys.org/management-committee-minutes/">http://long-leys.org/management-committee-minutes/</a>	<b>Jon Davies</b>

JP Davies

v1.0 21 November

V1.1 23 Nov – minor typo corrections.

## Appendix A: Finances 21 November 2023

Finance Report to Committee Meeting – 21 <sup>st</sup> November 2023		
SUMMARY		
Detail	Balance	
Cash Flow	517.78	
Ring fenced	6318.45	
Land Albion	0.00	
<b>Balance LLRA</b>	<b>6836.23</b>	
<b>Bank Reconciliation</b>		
Balance @ Bank last statement	<b>9996.02</b>	
Less unrepresented Cheques – Elan City purchase of Solar SID from Sec 106 Grant	3119.80	
Purchase SID Kit carry case	39.99	
	<b>6836.23</b>	
<b>Cash Flow:</b>		
Balance at last meeting	562.77	
<b>Income</b>		
	0.00	
<b>Expenditure since last meeting:</b>		
Monthly bank charges.	5.00	
Purchase of SID kit carry case	39.99	
<b>Balance Cash Flow</b>		<b>517.78</b>
<b>Balance Ring fenced – unchanged</b>		
		<b>6318.45</b>
<b>Total LLRA Funds</b>		<b>6836.23</b>
<b>SECTION 106 GRANT</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>Neighbourhood Planning Grant 2023/24 (Held by City of Lincoln Council)</b>		
	<b>£8,400.00</b>	CR
Invoice Consultant Commencement fee (£2592 less £432. VAT)	2160.00	
Balance	<b>6240</b>	
<b>Technical Support 2003/04 – Master planning/Design Codes</b>		
<b>Held by AECOM</b>		
<b>Projected Expenditure</b>		
Inspection of 2022/23 accounts – NLAS Voucher to be purchased for inspector	20.00	DB
<b>Finance Notes:</b>		
Carholme Community Grant applied for – Purchase of litter picking equip.– Awaiting decision	660.00	CR