

## Minutes of LLRA Management Committee Meeting Tues 24 May 2022 6:00pm

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

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

**Apologies:** Emma Olivier-Townrow, Megan Cox, Jim Hanrahan

**Kindly hosted by:** Glenn

### 1. Introduction by Chair

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

Minutes and decisions of 26 April 2022 meeting were accepted as a true record.	
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### 3. Finances Update

<b>LLRA 2022/23</b> See Appendix A for accounts. Cash flow available £60.11 after insurance premium and “LLRA: Who Are We?” leaflet print. May need to release a further sum (£200?) later in the year to cash flow although most anticipated spend / future activities would be on Village Centre project funded separately. Ring fenced account: £6,568.45 (excluding Albion Crescent Acquisition Fund).  Bank Account: Jackie is continuing to review best options for banking (Lloyds?) to get online visibility of account with right level of financial controls.	<b>Jackie</b>
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### 4. Dial-A-Ride Subscription

Glenn not aware of any usage since last discussion.	
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### 5. Carholme Community Forum (CCF) update

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> Last meeting: Tuesday 10 May 2021 attended by Jon Next meeting: TBA  <ul style="list-style-type: none"><li>• LLRA presented Allotment questions for city council which CCF discussed and agreed to progress via Carholme Councillors.</li><li>• Amanda Allen is new beat manager from 7 July with Mark Wrigley now working with Lincoln University. Change in structure means PCSO's no longer allocated to a community. Unsure who will represent police at CCF which effectively is no longer a policing forum.</li></ul>	
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## 6. Commons Advisory Panel (CAP) Update

<p>Last meeting: 23 May 2022 attended by Jon. This was a South / Cowpaddle Common Walkabout. Volunteer work had visibly improved pond area. Community payback team had cleared non-native Turkey Oak species saplings from one area. This work would resume when payback team had completed 3,000 bird boxes.</p> <p>Next meeting: 28 May 2022. This will be the annual West Common walkabout (first time for 3 years). Update will be provided at next meeting.</p>	
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## 7. SID Update

<p>SID will move to opposite 55 Long Leys Road in June (Jon on duty).</p> <p>Glenn hadn't yet managed to meet new potential volunteer (Scott Soulsby) as diaries hadn't lined up yet. Given Glenn's availability challenges over next few weeks. Jon agreed to make contact and take Scott through operations.</p> <p>Solar power option for SID: Jackie enquiring on costs. Mains power option for SID: Jon to write to Highways providing details of possible locations to see if they could offer a solution to provide mains power.</p>	<p><b>Jon</b></p> <p><b>Jon</b></p> <p><b>Jackie Jon</b></p>
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## 8. Whittons Park Playpark Upgrade

Awaiting zip wire installation and additional litter bins.	
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## 9. Planning Watching Brief

<p>CLLP consultation closed on 9 May. Pleased to report that CoLC have now ensured that the 38 allotment plots on Long Leys Road leased to the farm have been reclassified back to allotments on the interactive map. This will simplify progress on the Village Centre project.</p> <p>There is potential for a meeting with CoLC Head of Planning to discuss wider aspects of development in Long Leys, in conjunction with local councillors.</p> <p><u>Planning Applications (4 in total since last meeting)</u></p> <ul style="list-style-type: none"> <li>24 May: 38A Long Leys Road, Lincoln, Lincolnshire, LN1 1DP Erection of a single storey detached car port (Resubmission).</li> <li>12 May: 65 Albion Crescent, Lincoln, Lincolnshire, LN1 1EB Erection of a single storey side and rear extension.</li> <li>11 May: 6 Granely Close, Lincoln, Lincolnshire, LN1 1WA Erection of part single storey and two storey rear extension.</li> </ul>	
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<ul style="list-style-type: none"> <li>28 April: Land To Rear Of 54-55 Long Leys Road, Lincoln, Lincolnshire, LN1 1DR</li> </ul> <p>Submission of reserved matters including appearance, layout and scale for the erection of 2no. detached dwellings as required by outline planning permission 2018/0357/OUT.</p> <p>None of the above trigger LLRA input as a planning consultee.</p>	
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#### 10. Long Leys 2021-2040 Neighbourhood Plan

<p>This was suspended in November 2019. Elements will be progressed as part of Village Centre project and as the CLLP reaches a conclusion. See Vision &amp; Objectives example below.</p>	
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#### 11. Long Leys Village Centre Project

<p>Recent communication on this project can be seen at <a href="http://long-leys.org/shop-community-centre-allotment-growing-centre-project/">http://long-leys.org/shop-community-centre-allotment-growing-centre-project/</a></p> <p><u>Jackie joined at this point.</u></p> <p>Very positive progress since last meeting with grant application completed and funding anticipated to be released in next couple of weeks. In addition to funding for project activity, a technical support package has been requested to assist with more effective working with CoLC.</p> <p>CoLC planning officers have confirmed that full planning assistance will be provided on the project. All requests for information will be routed through the CoLC Planning Policy Manager who will co-ordinate with officers in other departments.</p> <p>A final decision on the planning consultants to use will be made once grant funding is available. <b>Meeting agreed that choice would be made by Jackie / Jon based on selection criteria discussed at the meeting and the strength of project proposals submitted.</b></p> <p><u>15-Minute Neighbourhood Planning Concept</u></p> <p>The 15-Minute Neighbourhood planning concept was presented and discussed at the meeting. This approach is gaining wide acceptance amongst planners worldwide. It has been particularly embraced by the mayor of Paris and variants have been used in both the USA and South Korea (uses 10 minutes walking time).</p> <p>Appendix B gives a simple illustration of how this concept could be applied to the Long Leys Village Centre project, together with some analysis of walking times using open-source planning software. These show that the Long Leys Village Centre could provide facilities within 8 minutes of 94% of homes in the Long Leys Plan area, with exceptions being:</p>	<p>Jackie / Jon</p>
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- 33 homes on the uphill area which would all be as close or closer to existing Burton Road facilities (14 homes 31-44 Long Leys Road, 19 homes on Yarborough Road).
- Seven isolated homes outside the A46 bypass on Long Leys Road and the A57.

Gary suggested also using the walking time software to look at 8-minute walking times for nearest shop outlets in the West End.

*[Post-meeting Update: A quick analysis has been done for a 10-minute walking time from key shops in West End and proposed Long Leys Village Centre. This has been added at the end of Appendix B (page 11). For Long Leys expanding the area from 8 to 10 minutes does not increase the number of homes covered. It does show that the 33 homes on the Long Leys uphill area are all within 10 minutes of Burton Road shops. It also shows that all of the West End is within 10-minutes of at least one shop]*

The meeting agreed the 15-minute Neighbourhood concept would be explored with the selected planning consultant and CoLC planners. The 15-minute illustration could have other facilities added, such as the Whittons Park Playpark and St. Faiths Infant School.

To put the Village Centre project in the context of the suspended Neighbourhood Plan, a revised Vision and Community Objectives document was presented at the meeting (See Appendix C). This is version 6 of the document originally developed for the Neighbourhood Plan in 2019. Minor changes have been made to include the 15-Minute Neighbourhood planning concept and to further stress the desire for inclusivity in providing key facilities.

Following its May board meeting Lincolnshire Food Partnership has given board level support for the project (See Appendix D for statement). This has already provided access to some leading-edge thinkers on allotments and community supported agriculture. Follow up visit to Willoughby Road allotments provided useful material on one possible approach to take, along with additional contacts focussed on links to schools and food growing initiatives.

The meeting discussed how best to make available any briefing sheets covering specific planning related issues (as opposed to wider details on the project of general interest). The meeting concluded that specific planning issues briefing sheets would be made available online with a Frequently Asked Questions (FAQ) sheet, distributed to all homes, acting as a summary / index to web links for the individual online sheets. For those not online a request could be made by phone / text to receive a hard copy. This would reduce costs and paper wastage as many of these detailed issues were of interest to only a small minority of residents / allotment tenants. Glenn offered to help produce questions for the FAQ.

It was suggested the briefing sheet 4 was circulated again to the management committee to get final confirmation of any changes.

**Glenn**

**Jon**

<u>Next steps (once funding available):</u> <ul style="list-style-type: none"> <li>• Appointment of planning consultant</li> <li>• Continue with reference site visits</li> <li>• Preparation of material for consultation</li> </ul>	
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## 12. Newt Hollow Potential Tenancy Agreement

<p>The New Hollow tenancy proposal, circulated to the management committee by email 22 May, has also been discussed with Caroline Steel and some local residents. Their views will be incorporated in the proposal v1.1.</p> <p><b>The meeting agreed that Jon would approach Lincolnshire Wildlife Trust (LWT) to progress further.</b></p>	<p><b>Jon</b></p>
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## 13. Oakleigh Drive/Industrial Cottages – Maintenance of Foliage

Situation will be kept under review.	
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## 14. Sales of land owned by the Suthrell family

In progress. Awaiting transfer deed from solicitors. Jackie and Jon have agreed to act as interim trustees during the land transfers to LCC Highways and LGMC. Gary & Megan to provide officer oversight.	
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## 15. AOB

<p><u>AGM 2022:</u> Given the significant costs for running this event it was concluded that waiting until 2023, when the Discovery Café NHS hospital space would be available at no charge, was a better option.</p> <p><u>Amends to LLRA 2019 Constitution:</u> A recent review by Chris Taylor identified a number of improvements that could be made, which would be voted on at a 2023 AGM (see Appendix E). Jon to investigate whether under 4b the minimum committee number should also have the exceptional circumstances clause included.</p> <p><u>LLRA Communication Policy Review:</u> Jon presented a brief review of communication material produced since 28 February, to see whether any improvements could be made to the current approach used in the Secretary role. The meeting concluded that the current approach worked well with an emphasis on producing timely information. When a fast response was required, then the phrase “LLRA’s <i>initial</i> view” rather than “LLRA’s view” could best be used.</p>	<p><b>Jon</b></p>
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<p>Communication material will continue to be reviewed against the following guidance before issue:</p> <ol style="list-style-type: none"> <li>1. Stay on the moral high ground</li> <li>2. Keep to the facts</li> <li>3. Keep it professional</li> <li>4. Keep communication objective and non-provocative</li> <li>5. Be as objective as possible... at all times</li> <li>6. Continue to support one another</li> </ol> <p>The meeting closed at 8:40pm</p>	
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## 16. Management Meeting Dates

<p>Next meeting: <b>6-8pm Tuesday 5 July Kindly Hosted by Gary</b></p> <p>For all minutes see <a href="http://long-leys.org/management-committee-minutes/">http://long-leys.org/management-committee-minutes/</a></p>	
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JP Davies  
v1.0 24 May 2022  
v1.1 with confirmed 5 July meeting

**Appendix A: 2022/23 Balance of accounts**

<b>SUMMARY</b>		
<b>Detail</b>	<b>Balance</b>	<b>Notes</b>
Cash Flow	60.11	
Ring fenced	6,568.45	
Land Albion	9,485.00	
NP Grant	0.00	
<b>Balance @ Bank</b>	<b>16,113.56</b>	

<b>Bank Rec</b>	<b>20,412.33</b>	<b>Balance @ bank</b>
Less unpresented Chqs		
Land Albion – On A/c Bridge McFarland LLP Chq 100079	4,000.00	
Cash Flow – Printing LLRA Who Are We Chq. 100080	298.77	
	<b>16,113.56</b>	<b>Adjusted Bal @ Bank</b>

## 15-Minute Neighbourhood Planning Concept for Long Leys Plan Area

(based on Paris 15-minute city / Carlos Moreno)

V1.0 23-May-22

Cafe with healthy options  
Locally grown produce

Library?  
Evening classes  
Internet access

Exercise Classes  
Encourage walking & cycling

Encourage small start up businesses

Improve footpaths and  
cycleways

Car boot style sale to share  
unwanted goods & raise funds

Health visitors?

Shop  
Fresh produce from allotments

"A Place For Everyone"  
Meeting friends and social inclusiveness  
Community events and meeting place

Community wildlife spaces  
Exercise outdoor gym



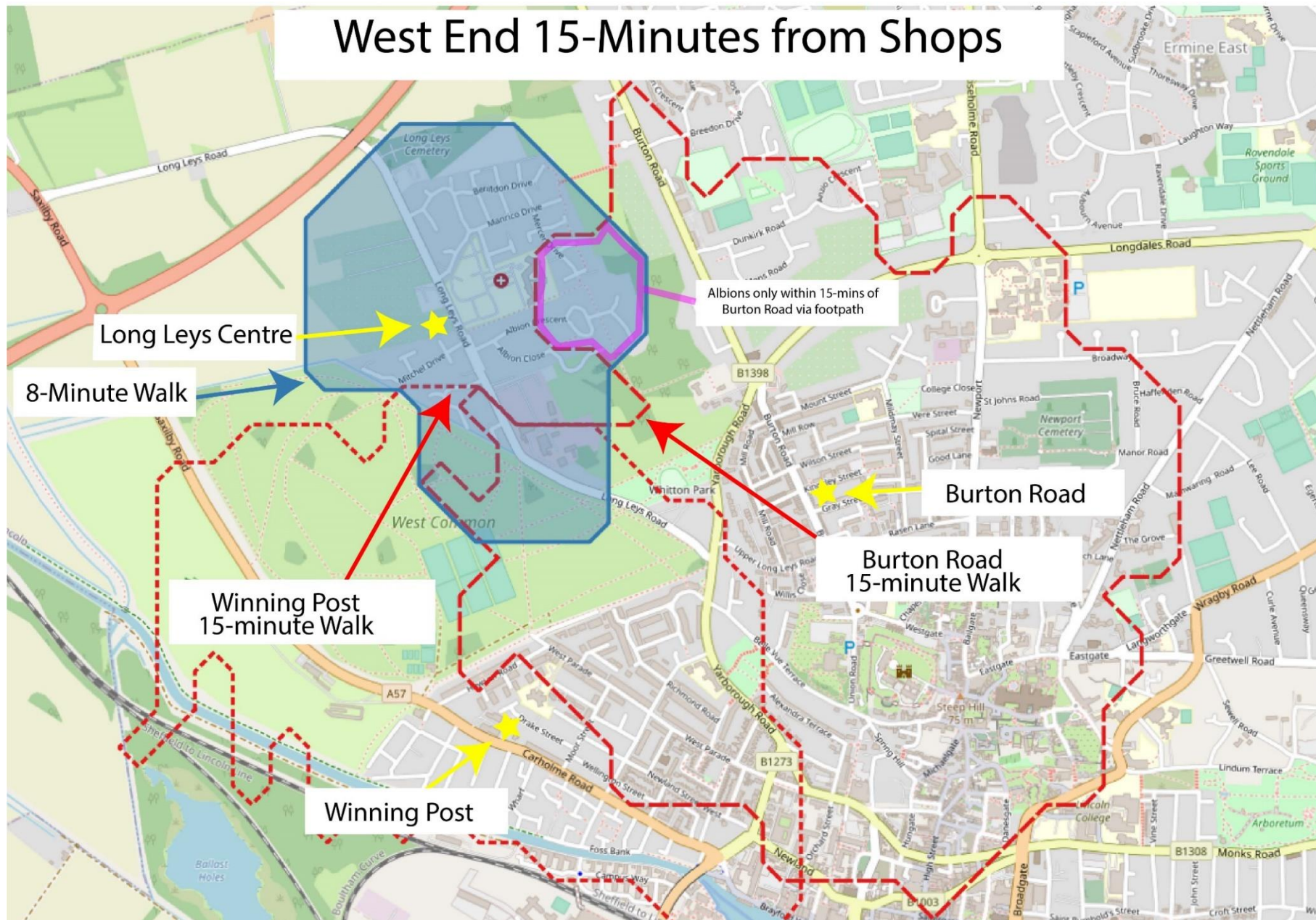


# Long Leys 15-Minute Neighbourhood





# West End 15-Minutes from Shops

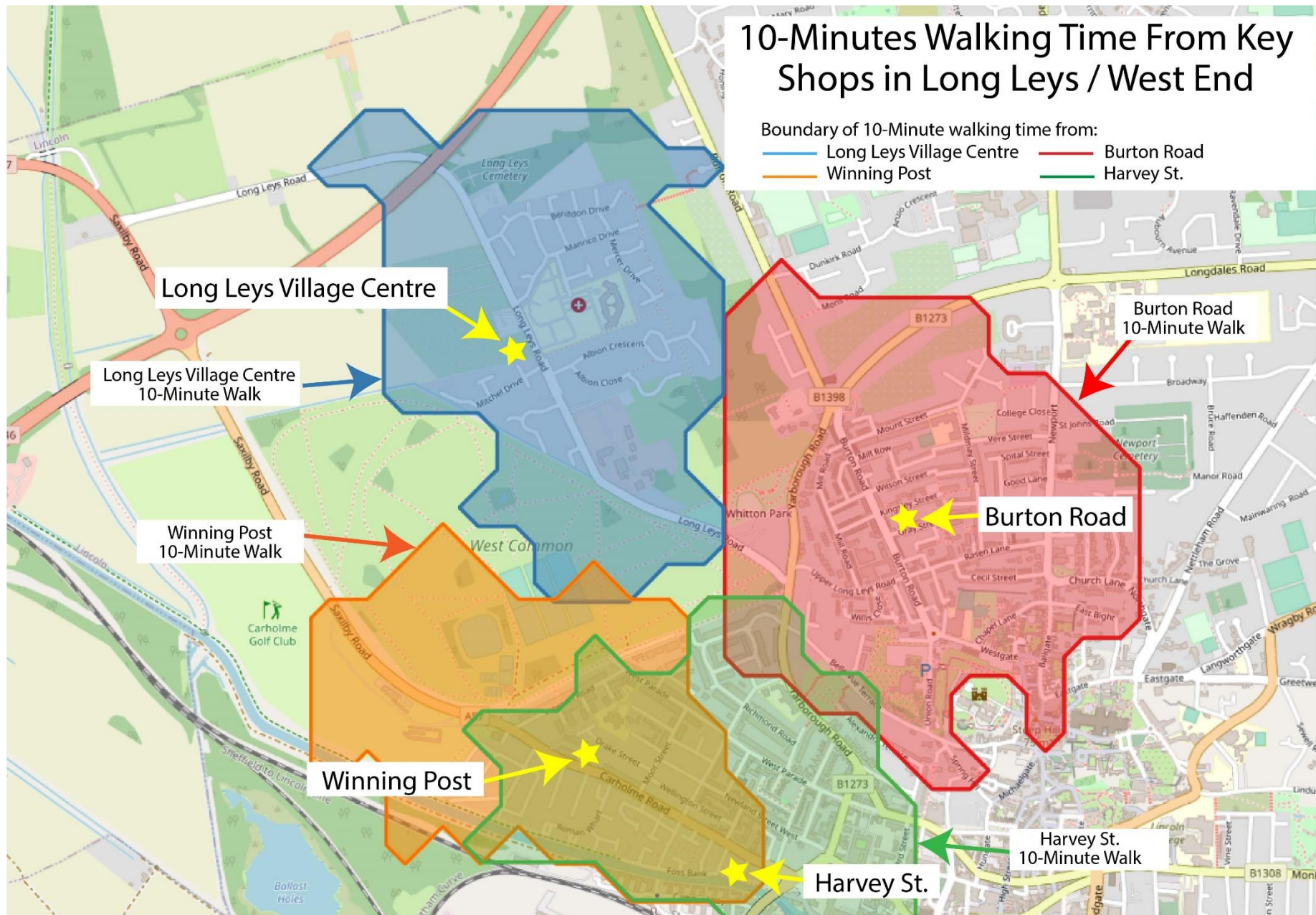




# 10-Minutes Walking Time From Key Shops in Long Leys / West End

Boundary of 10-Minute walking time from:

- Long Leys Village Centre
- Winning Post
- Burton Road
- Harvey St.



## Appendix C: Neighbourhood Plan Vision and Community Objectives

### Vision

#### PLACE

Over the next 20 years and beyond, Long Leys aims to develop as an attractive, distinctive and predominantly residential area, with the feeling of a village, connected to the City of Lincoln, based on the 15-Minute Neighbourhood Concept.

The location and design of new development will reflect the importance of reducing the use of carbon, minimising the impact on the environment and increasing the richness of the flora and fauna across Long Leys.

A centre will provide opportunities for retail and other local services, with safe traffic-free access and exercise routes, surrounded by valued green areas for recreation and rich in wildlife. It will set ever higher standards in innovative, sustainable living, whilst retaining its unique qualities.

#### PEOPLE

**Long Leys** residents will seek to create “A Place For Everyone” in an inclusive and diverse community; local people will take pride in the continuing development of a safe, peaceful, healthy and caring community for present and future generations.

### Community Objectives

#### PROTECTING THE LANDSCAPE

**Community Objective 1** To ensure development minimises the impact on the landscape character of the Plan area, recognizing the value of long views and vistas into and out of Long Leys that creates its rural setting.

**Community Objective 2** To ensure that development protects and enhances the green open spaces within and on the edge of the settlement. Development should reinforce the landscape character of the Plan area and should not be located in areas of high landscape sensitivity.<sup>1</sup>

**Community Objective 3** To ensure that development is designed to a high quality and is energy efficient and reinforces the existing character of the area as defined in the Long Leys Character Assessment.

#### INCREASING ENVIRONMENTAL SUSTAINABILITY

**Community Objective 4** Development should not harm areas of nature conservation or public open spaces. The layout of new development should include the provision of wildlife corridors. The network of green spaces and allotments should be enhanced. The biodiversity of the Plan area will be protected and improved. Artificial light harms wildlife and development should be designed to limit light pollution and protect dark skies.

<sup>1</sup> A study is required to identify low medium and high areas of landscape sensitivity – could be part of an AECOM character analysis or NPAG group task?

**Community Objective 5** To reduce car usage and to increase the numbers of people walking and cycling safely around and out of the Plan area - to improve health and reduce pollution. Development should be located to minimise the need to travel and bus services should be improved.

**Community Objective 6** To encourage the use of renewable energy, to reduce carbon emissions, improve air quality and to support the transition to a low carbon future. Development should encourage the use of low emissions vehicles and should minimise waste both in the construction of new development and in the operation of businesses (both new and existing).

## ENHANCING ECONOMIC AND SOCIAL PROVISION

**Community Objective 7** To seek opportunities to maintain and enhance the social and economic vitality of Long Leys by supporting and expanding the range of services and facilities within the Plan area. To support the provision of a new community building.

**Community Objective 8** To ensure that any new housing meets local as well as wider City need (by providing smaller dwellings) to reflect a variety of requirements including the needs of an ageing population wishing to downsize and young families wanting to live in a more rural area.

**Community Objective 9** The impact of industrial activity on local residents will be minimised and the redevelopment of existing employment sites for uses compatible with their location is a priority. Proposals for well-designed live/work units or small to medium sized business units in suitable locations that do not negatively impact on residential amenity will be supported.

## INCREASING INFLUENCE

**Community Objective 10** To encourage developers to engage with the Forum (or its successor body) early in the planning application process (at pre-application stage) on major development<sup>2</sup> proposals via mechanisms outlined in the Key Principles.<sup>3</sup>

<sup>2</sup> Definition of major development from GPDO 1995 is sites with 10 or more dwellings, buildings larger than 1,000 sq m or sites greater than 0.4 hectares

<sup>3</sup> This objective is about improving the process of engaging with the community on planning matters

# Response to LLRA proposals for Long Leys Village Centre project

Lincolnshire Food Partnership, May 2022

The Lincolnshire Food Partnership recognises that the proposed Long Leys Village Centre project offers excellent opportunities for social, environmental, economic and food system resilience benefits.

In particular, we support:

1. The fostering of community involvement, skills development and improved health & wellbeing through the proposed Allotment Growing Centre.
2. The opportunity to support local farmers, growers and food producers, and the local food economy, by having an independent, locally owned shop or Co-Op.
3. The 20 minute city design, and reduction in car journeys and associated carbon emissions thanks to improved local food provision
4. The net gain of allotment land across the city, increasing allotment provision in areas where there are waiting lists, reducing the need to drive to allotments and increasing urban food growing capacity.
5. The potential scope for agroecological fringe farming opportunities, including new entrant access to land and training, and peri-urban farm diversification including benefits to public health, education, reversing biodiversity loss and increasing public access to the countryside.

## Appendix E: 2019 LLRA Constitution Amendments For Future Consideration

4b.

4b doesn't prevent or allow for an individual to hold more than one office; technically the management committee could be just two people. Suggest add 4b.1 to say: ***'While individuals may hold more than one office, the Committee must not comprise fewer than five people.'***

4b also has no comment on a practical or maximum size of the Committee. Suggest this is hazardous, and the Committee could end up pretty much the same as the general membership. Suggest add 4b.2 to say: ***'To enable practical meetings, and to keep the Committee focused on management, the Committee should not exceed nine people, except in the case of exceptional circumstances as defined by the Chair.'***

4c.

4c is unclear about the circumstances wherein a casting vote can be used. Suggest 4c is augmented thus (new material in bold type): ***'The Chair has a casting vote if a vote is tied in a Committee meeting. Where such a tie results from a member or members abstaining from the vote, notice must be given that the Chair has the right to use a casting vote.'***

7b.

7b is ambiguous about the circumstances of permitting a Special General Meeting. Suggest 7b is augmented thus (new material in bold type): ***'A special general meeting may also be called at the written request of at least 20 full members, who give written reasons for the request. This number may include Committee members. A majority of those written requests must be judged similar in intent, in the judgement of the Chair.'***

9b.

9b does not explicitly prevent a person signing a cheque twice, once as (say) vice chair, and once as (say) treasurer. This is easily resolved thus (new material in bold type): ***'The treasurer must keep account of the Association's finances and must operate a bank account in its name. Two different signatories be required for all cheque.... (continued as is).'***