

Minutes of Long Leys Neighbourhood Plan Action Group (NPAG) Thurs 10 January 19 10:30am

Meeting Purpose: An initial understanding of key project objectives and broad agreement on how NPAG members want to operate

NPAG Purpose: Develop a Neighbourhood Plan for the Long Leys area of Lincoln

Present: Chris Taylor, Jackie Ward, Jon Davies, Laura McWilliams

CC: Gary Stimson, Megan Cox

Kindly hosted by: Jon Davies

1. Brief Review of Neighbourhood Plan Documents from Other Areas

The development of plans in general was mentioned. A variety of different Neighbourhood Plans were highlighted and discussed, including those from Saxilby, Nettleham and Hykeham. A typical area character assessment was also briefly reviewed.	Action
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2. Timing Plan

A revised timing plan v1.1 was evolved (See Appendix A).	
Chris to identify a further planning consultant and request a proposal. Briefing to include Key Principles document.	Chris
Jon to meet with chair of Hykeham Neighbourhood Forum on 15 Jan and will request recommendation on additional planning consultant.	Jon
NPAG team to each consider what additional support is needed in the form of: <ul style="list-style-type: none">• Additional Grant Funding (see https://neighbourhoodplanning.org/about/grant-funding/)• Technical Support (See https://neighbourhoodplanning.org/about/technical-support/)	All
Post meeting addition to minutes: It could be worth meeting with the LPA before our next meeting on 4 Feb to ask for planning consultant recommendations and to talk through outline timing plan and grant funding/technical support. Jon to check with rest of team.	Jon

3. Agree NPAG Working Methods

<p>Team agreed they were comfortable with the current team dynamic and make up. Meetings will be approx. every four weeks in early stages with use of email and electronic media to communicate with the group. As the project ramps up there are likely to be more frequent and ad-hoc meetings.</p> <p>All NPAG meetings would be minuted. Initially minutes would be circulated to NPAG team plus copied to LLRA Chair and Vice Chair (who would be welcome to attend meetings as observers). Other future attendees would be by invitation, but the basic principle is that the NPAG team would try to accommodate community input either in NPAG meetings or separately, being aware that routine meetings will be held in NPAG members' homes.</p> <p>For transparency purposes, once grants are applied for in April 2019, all subsequent NPAG meeting minutes would be visible on the long-leys.org website for the community to see. NPAG would reserve the right to redact sensitive information before making it publicly visible on the website. (Jon to clarify whether this includes adding minutes in the Jan-March 2019 period).</p>	Jon
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4. Agree NPAG External Communication Methods

<p>Use will generally be made of LLRA / Long Leys Community media such as websites, email lists, twitter and facebook along with the LLRA noticeboard. A printed newsletter will from time to time be distributed to all homes and LLRA associate members to ensure all residents have the opportunity to engage with the plan development. The first newsletter is likely to be in the March/April timeframe when there is something that the community can respond to.</p>	
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5. Potential Actions Prior To Grant Funding Being Received

<p>Documented History of Long Leys</p> <p>In the future, it may be worth appointing a volunteer historian to produce a history of Long Leys, to feed into a character assessment for the area. NPAG felt this was premature at this stage. In the meantime, Laura will investigate what City of Lincoln council have in their archives in the way of old plans/photographs of Long Leys from 1900s onwards, to include anything recorded for the 1998 urban village concept.</p>	Laura
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<p>Approaching Major Landowners It was agreed that Jon would draft a letter to all major landowners, for review by NPAG before sending, advising them of LLRA's designation as a Neighbourhood Forum and requesting feedback on any plans or aspirations the landowner may have for their land which landowners would like to be considered as part of the Neighbourhood Plan process.</p> <p>As background, Jon has been consulting land registry records to fill in the missing ownership of areas not identified as part of the StopVeolia campaign. It would be beneficial to have a small budget for this purpose and this will be requested at the LLRA management meeting.</p> <p>Newsletter Circa March/April content will be added to an LLRA printed newsletter to announce the application for grant funding and inviting the community to complete a simple qualitative survey which will be used to inform NPAG of the issues of interest to the community. A small budget will be requested at the LLRA management meeting.</p>	<p>Jon</p> <p>Jon</p> <p>Jon</p>
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6. Future Meeting Dates/Events

<p>NPAG meetings</p> <ul style="list-style-type: none"> • 10:30am Thursday 7 February 2019 – Kindly hosted by Jackie – to include presentation by planning consultants • 10:30am Thursday 14 March 2019 – Kindly hosted by Jon – to include presentation by planning consultants 	
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JP Davies 10 Jan 19

Appendix A: Outline Project Timing Plan ver 1.1

- End January: Submission of written costed proposals from Steve Kemp/Luke Brown
- 7 Feb: NPAG Meeting and preferred date for Steve Kemp and Luke Brown to present proposals to NPAG
- Mid Feb: Written submission from at least one other planning consultant
- 14 March: NPAG Meeting and preferred date for remaining planning consultants to present proposals.
- End March: Decision on specific consultant made by NPAG and endorsed by LLRA management committee
- 1 April: Apply for appropriate grants for April 2019-March 2020. Anticipate receiving money by end April latest
- May 2019 onwards: Kick off community consultations and execute more detailed plan (avoiding local elections)
- 31 March 2020: Target for draft plan submission for local planning authority and planning inspector review
- 1 September 2020: Target date for completion of successful referendum and acceptance of plan as a planning document