

**Minutes of Long Leys
Neighbourhood Plan Action Group (NPAG)
6:00pm Wednesday 18 September 2019**

Meeting Purpose:

Review progress and key actions to be taken following grant funding.

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

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

CC: Gary Stimson, Megan Cox, Jim Hanrahan, Helen Metcalfe

Kindly hosted by: Jon Davies

1. Minutes of Last meeting

Minutes of 21 August 2019 were agreed as a true record. All minutes available at: http://long-leys.org/neighbourhood-plan/	Action
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2. Timing Plan

No changes. See Appendix A for Timing plan v1.5	
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3. Grant Funding

No further spend since last meeting. Consultancy costs of £1,500 Other costs: circa £200.	
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4. Vision & Objectives

A revised vision and objectives statement was agreed. See: http://long-leys.org/pdf/npag/Vision-objectivesv3.pdf Consideration will be given to the best way to share the community objectives across Long Leys.	Jon
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5. Land Ownership Map

With the exception of the land around Lowfields / Waves Farms, contacts of land owners have been identified. A meeting with the occupants of Lowfields farm will be organised once harvesting is over.	Jon
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6. Habitat Surveys

<p>The four local wildlife spaces identified for further protection in the habitat survey have been agreed.</p> <p>Work on the Whitton Park Playpark upgrade has commenced, with dialogue with the Recreational Services team at the city council. These include consideration of cycle ways and footpaths to access the park.</p> <p>During October initial exploration of options for a community trail will be explored.</p>	<p>Jon</p> <p>Jon</p>
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FOCUS AREAS

7. Housing Needs Assessment (HNA) - Jon

<p>A draft HNA report has been received and will be reviewed by the team by 22 September, with any feedback passed back to AECOM to finalise</p> <p>A summary of the HNA, along with access to the full document, will be issued to the community when the final document is available.</p> <p>A housing requirement figure for Long Leys should be provided by the LPA around November. This will be based on the latest emerging local plan evidence, currently being progressed as part of the CLLP review.</p>	<p>All</p> <p>Jon</p>
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8. Improving access by footpaths and cycleways into neighbouring areas - Jon

<p>Six route options have been mapped and prioritised and sent out for further consultation. See: http://long-leys.org/pdf/npag/Review-of-cycle-and-footpath-options-v1-1.pdf</p> <p>Route 1: A consultation is now out on a Definitive Map Modification to recognise the Albion Crescent to Whitton Park element of the route. Discussions on the impact on West Common seem to indicate a cyclepath on the north east side of Long Leys (past Travis Perkins) is a better option rather than on the Common side. This would require some modifications to the brick banking by Travis Perkins, but could create a more logical location for a light controlled crossing (possibly to include horses) by the main entrance to West Common off Long Leys Road.</p> <p>Route 2 would be more desirable if cyclists to the North of the City could access it by being able to cycle down from the Burton Ridge.</p>	
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<p>One option to be explored is improving ease of access for cyclists around the Higson Steps from Higson Road to Manrico Drive.</p> <p>Route 6 through Whitton Park is likely to be rejected as creating the potential for conflict between downhill cyclists and young children visiting an upgraded playpark. Other options to connect Long Leys to the north of the city will be considered.</p> <p>Feedback has been received from St. George's Hospital on the routes.</p> <p>Next step is to organise a walk of some of the routes with those who have contributed to the consultation. Ideally this would be done in next few weeks.</p>	<p>Jon</p>
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9. Adding a local shop (convenience store) - Laura

<p>Dialogue with retailers has identified clearer criteria for a food retailer when considering a new store:</p> <ul style="list-style-type: none"> • Minimum 2,000-3,000 people with catchment area (1 mile radius) • A strong element of passing trade with store visible from main road rather than hidden in a side street • Minimum 0.2 Hectare site with 400m² building and car parking for 20 cars • Location supported by planners, landowners and community • Design can be adapted to fit local environment and local design codes <p>When asked for a professional opinion on why no food retailer considered the site of what is now Utopia hairdressers on St George's the following aspects were raised:</p> <ul style="list-style-type: none"> • The building was 130m² rather than the 400m² required and the overall site area was too small (2,000m²) • There was inadequate parking (9 parking spaces for 4 residential flats and the shop outlet) • The site entrance was not on Long Leys Road meaning passing trade would not be enough. <p>It is also better to site a store on the south west side of Long Leys Road as the traffic volume is 10% higher – an additional 3,000 vehicles/week leave Lincoln along Long Leys Road than arrive.</p> <p>Next step would be to ask the community for their location suggestions for a shop. Laura will also maintain contact with retailers to track any developments.</p>	<p>Laura</p>
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10. Better infrastructure (doctor / dentist surgery) - Laura

A meeting with Lincolnshire West CCG to discuss links between the STP and our Neighbourhood plan will be progressed. Timing TBC.	Laura
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11. Community Centre: Adding a community meeting place - Jackie

During October Jackie will explore Bassingham village hall specification with John Weir. Ideally a minimum building area would be identified. This could possibly share elements with a shop (eg car park).	Jackie
Chris suggested considering modular buildings and will provide more information to Jackie.	Chris

12. Reviewing Suitable Type of Business For Long Leys + the Industrial area, in a primarily residential location – Jackie

Jackie/Chris to evolve guidance for any business considering moving into Long Leys. (Maybe even develop a draft business prospectus?)	Jackie Chris
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13. Character Assessment / Design Code - Chris

See Appendix B for further details on progress. Next step is to photograph the built environment (walls/gable end/good practice on Oakleigh Terrace/post boxes) and map these.	Chris Jon
This will feed into briefing for an AECOM delivered technical support package supplied via Locality, which would be applied for after the HNA is completed.	Jon/Jackie

14. Communications with Residents / Businesses & Other Stakeholders

<p>In last four weeks:</p> <p>24 Aug: Community projects – Whitton Park play equipment</p> <p>Plan for next few weeks</p> <ul style="list-style-type: none"> • 23 Sept: History of Long Leys photo request • 30 Sept: Provisional HNA briefing • 7 Oct: Provisional Shop briefing article • 14 Oct: Community projects – nature trail • 31 Oct: 4 page newsletter and community survey 	<p>Jon Jon Laura/Jon Jon All</p>
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15. Other Actions

<u>Potential Impact of the Housing Development on Footpath by Westcliffe Quarry</u> After going round the houses a couple of times on this, it was considered best to speak directly to Chris March at Highways at the next opportunity. Jon potentially has a meeting with him as part of the Whitton Park discussions on 9 October.	Jon
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16. Future Meeting Dates/Events

Jon to contact Helen to agree some future dates for consultancy. NPAG meetings <ul style="list-style-type: none">• 6:15pm Tuesday 22 October 2019 – Jon's Note change of time for meeting on 22 October	Jon
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Appendix A: Outline Project Timing Plan ver 1.5

21.8.19

- 21 May 2019: LLRA AGM, summary of initial survey findings to be presented.
- By 1 June 2019: Application submitted for appropriate grants for year April 2019-March 2020. This assumes applications open mid-May 2019.
- 8 July 2019: Anticipate receiving grant money and being able to make spending commitments. This is based on guideline 5-week timescale for time between grant application and grant approval/funds available.
- July 2019 onwards: Kick off meeting with planning consultant and development of detailed plan.
- August 2019 onwards: Community consultations start and start of execution of detailed plan
- Mid-September 2019: Draft Housing Needs Assessment (HNA) due from AECOM.
- October 2019: NPAG Newsletter and Further Community Survey to be distributed.
- November 2019: Housing requirement figure for Long Leys to be provided by LPA. HNA finalised with AECOM. Apply for Design code grant when AECOM HNA complete.
- 31 March 2020: End of grant funding year.
- 6 April 2020: Application for year 2 grant funding needs to be made.
- 13 May 2020: Year 2 grant funding assumed to be available.
- June 2020-November 2020: Date range targeted for draft plan submission for local planning authority and planning inspector review (Regulation 14 stage).
- 1 December 2020 – 31 May 2021: Date range targeted for completion of successful referendum and acceptance of plan as a planning document

Items marked in blue complete.

Appendix B: From Character Assessment to Design Code

For any Neighbourhood Plan to be effective - that is, accepted by both the community and the local planning authority - it must be realistic and achievable, reflecting what residents value about their environment.

Development will come, with the inevitability of death and taxes...

Plan for this document runs thus -

1. Survey of all homes to establish what residents especially like about Long Leys, and what they would like to see.
2. Support for 1. above to remove ambiguity - request for photographic evidence of 'best bits' of Long Leys.
3. Support for above (inevitably 2. produced photos of sunsets over the Common, etc.) through request (and augmentation as required) for photographic evidence specifically of man-made and built environment, 'the good, the bad, and the ugly'. This should be at the micro level as well as macro - viz. even a detail of a property gable, or a brick decoration, or a fence style, should be noted.

1, 2, and 3, above should allow NPAG to produce (a) a 'view map' indicating aspects that should be preserved and / or duplicated.

4. Housing / building character map defining the many and diverse 'neighbourhoods' (in building design and use terms) within Long Leys. For example, whilst only a few score yards apart, the Industrial Cottages are a world removed from the new development of eco-houses on Albion Close. Whilst both have style and character, it would not work (and just 'look wrong') to build in one neighbourhood in the style of the other.

4, along with 3, above should allow NPAG to define the character of these different neighbourhoods, and to indicate what aspects of any or each are favoured or rejected.

5. Long Leys map referenced to locate sites and micro-sites where development potential exists.

5, linked in to all above, should allow for the production of a sites map (to be referenced against Housing Needs Assessment produced elsewhere), indicating at a plot-by-plot level what open aspects are to be protected; what style and use of building should be considered and (no less important) not considered. (With input from HNA this even, to some degree, specifies what category of resident - ie. young family, retired, rent or purchase, etc.).

SUMMARY:

The final analysis of the above should provide evidenced reasoning to enable the production of a Long Leys Design Style Code, offering detail on:

- what could be built and where
- the aspect of any building to protect or duplicate favoured views
- the style and size of any development
- the nature of the building - materials used etc.
- detail of architectural input (window style, etc.)
- appropriate resource for typical likely residents (parking availability, public seating, etc.)

(to be continued...)