

**Minutes of Long Leys  
Neighbourhood Plan Action Group (NPAG)  
10:00am Tuesday 22 October 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

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Present: Jackie Ward, Jon Davies,  
Apologies: 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 18 September 2019 were agreed as a true record. All minutes available at: <a href="http://long-leys.org/neighbourhood-plan/">http://long-leys.org/neighbourhood-plan/</a>	<b>Action</b>
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2. Timing Plan

Slight change due to HNA not being available yet, which next newsletter date is dependent on. See Appendix A Timing plan v1.6	
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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

For Vision and objectives version 3 (18-sept-19) see: <a href="http://long-leys.org/pdf/npag/Vision-objectivesv3.pdf">http://long-leys.org/pdf/npag/Vision-objectivesv3.pdf</a>	
The community objectives will be shared with the community as part of the next newsletter.	<b>Jon</b>

5. Land Ownership Map

c/f from last month A meeting with the occupants of Lowfields farm will be organised once harvesting is over to complete the map.	<b>Jon</b>
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## 6. Habitat Surveys

A draft brief on the Whitton Park Playpark will be developed, in consultation with a core group of local parents, by the end of November. This will be provided to the city council to kick off the project.	<b>Jon</b>
The options for a community trail will be explored once the Whitton Park brief has been completed.	<b>Jon</b>

## FOCUS AREAS

### 7. Housing Needs Assessment (HNA) - Jon

Now awaiting the finalised HNA report from AECOM/Locality along with a housing requirement figure for Long Leys from the Local Planning Authority. Once these are received, key information will be shared with residents via a newsletter.	<b>Jon</b>
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### 8. Improving access by footpaths and cycleways into neighbouring areas - Jon

Six route options were originally mapped See: <a href="http://long-leys.org/pdf/npag/Review-of-cycle-and-footpath-options-v1-1.pdf">http://long-leys.org/pdf/npag/Review-of-cycle-and-footpath-options-v1-1.pdf</a>	
There has been further feedback and some of the promising routes have evolved further.	
A meeting with Lincolnshire Wildlife Trust (LWT) and the city council is planned for November, primarily to discuss the suitability of a St George's to Whitton Park cycle route. Once the position from landowners is clearer then Jon will organise a walk of some of the other routes with those who have contributed to the consultation.	<b>Jon</b>
The objective would be to have this ready to provide to Carl Gibson/ Lincolnshire County Council as part of the next phase of the Lincoln Transport Strategy consultation.	<b>Jon</b>

### 9. Adding a local shop (convenience store) - Laura

The next community newsletter/survey would to ask the community for their location suggestions for a shop. Laura will also maintain contact with retailers to track any developments.	<b>Laura</b>
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### 10. Better infrastructure (doctor / dentist surgery) - Laura

c/f A meeting with Lincolnshire West CCG to discuss links between the STP and our Neighbourhood plan will be progressed. Timing TBC.	<b>Laura</b>
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## 15. Other Actions

<p>Chris Taylor has announced that he wishes to step down from NPAG, after a number of years of volunteering his involvement with Stop Veolia and subsequently the Neighbourhood Plan. His input will be sorely missed by the team who wish to thank Chris for the huge contribution he has made to getting us to where we are now.</p> <p>With the departure of Chris, Jon/Jackie will discuss with Gary/Megan how further input can be provided into NPAG over the coming 12 months. There are two areas where additional help could help:</p> <ol style="list-style-type: none"><li>1. <u>Doing the work</u>: People prepared to contribute their time to actively working on specific element of the neighbourhood Plan development.</li><li>2. <u>Acting as a reviewer/critical friend to the project</u>: Contributing to reviews of the overall plan to ensure discussions include a wide range of viewpoints. This function could potentially be carried out by the LLRA management meeting.</li></ol>	<p><b>Jon/Jackie</b></p>
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## 16. Future Meeting Dates/Events

<p><b>Next NPAG meetings</b></p> <ul style="list-style-type: none"><li>• 10am - 4pm Wednesday 20 November @Jon's</li></ul> <p>This will be a consultancy day with Helen to review project progress.</p> <p><b>Newsletter printing &amp; distribution</b></p> <p>Likely to be early December, depending on HNA availability.</p>	
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## Appendix A: Outline Project Timing Plan ver 1.6 22.10.19

- 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.
- 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.

NPAG Newsletter and Further Community Survey to be distributed once HNA finalised.

- 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.