

# Minutes of Long Leys Neighbourhood Plan Action Group (NPAG) 10:30am Thurs 25 April 2019

## Meeting Purpose:

Review progress and identify key actions to be taken prior to grant funding.

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

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

**CC:** Gary Stimson, Megan Cox

**Kindly hosted by:** Jon Davies

## 1. Minutes of Last meeting

Minutes of 27 March were agreed as a true record.  It was agreed that, to ensure transparency, historic and future NPAG minutes will be added to the long-leys.org website. See: <a href="http://long-leys.org/neighbourhood-plan/">http://long-leys.org/neighbourhood-plan/</a>	
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## 2. Timing Plan

The delay by Locality, in opening 2019/2020 grant funding applications, is likely to delay the project by around two months. See Appendix A for revised Timing plan v1.4.	
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## 3. Planning Consultant

Helen Metcalfe (Planning with People) has been advised of her selection as NPAG's planning consultant on this project, subject to grant funding approval. See information about Helen at: <a href="http://www.planningwithpeople.co.uk/index.php">http://www.planningwithpeople.co.uk/index.php</a> ). Steve Kemp and Luke Brown have been thanked for their submissions in the consultant selection process.  <b>Important Note:</b> Whilst Helen Metcalfe has been selected in principle, there will be no formal commitment and consultancy work will not start until NPAG have confirmation that the grant funding has been awarded by Locality. This is anticipated to be early July 2019.	Action
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#### 4. Grant Funding

<p>The Locality neighbourhood planning website (<a href="https://neighbourhoodplanning.org/">https://neighbourhoodplanning.org/</a>) currently displays the message “Applications for grant and technical support for this financial year (April 2019-March 2020) are not yet open** We had anticipated re-opening for grant and technical support in April, but we now expect that to be early to mid-May.</p> <p>Government remains firmly committed to supporting neighbourhood planning, and we will provide more information on the 19-20 support programme as soon as possible, following the parish council election period.</p> <p>We will update the website as soon as we know.”</p> <p>Jackie/Jon to agree suitable time &amp; date to complete online form when available.</p> <p>Note: We are likely to need additional grant funding/technical support for:</p> <ul style="list-style-type: none"> <li>• Housing Needs Assessment (working with LPA)</li> <li>• Land Allocation (With AECOM)</li> <li>• Character Assessment / Design Code (potentially with AECOM)</li> </ul>	<p><b>Jackie/Jon</b></p>
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#### 5. Potential Actions Prior To Grant Funding Being Received

<p><b>Documented History of Long Leys</b> Laura has drawn a blank with City of Lincoln council archives and will explore opportunities with local historical groups.</p> <p>Jon mentioned that a recent planning application contained a selection of maps from late 19<sup>th</sup> Century onwards. Also, that a 1916 photo shows a Lincoln manufactured tank being tested on the Burton Estate – this potentially may be within the Long Leys plan area. Jon to provide links to Laura and rest of team.</p> <p><b>Approaching Major Landowners</b> c/f Jon to complete mapping landownership and then 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><b>Laura</b></p> <p><b>Jon</b></p> <p><b>Jon</b></p>
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<p><b>Initial Survey</b></p> <p>A summary of some responses (online and hand delivered to Jon's home) was provided to NPAG. Jackie passed on additional paper copies and Gary will be requested to do the same. A reminder will go our online to encourage more survey responses and these will be summarised for presentation at the 21 May AGM.</p> <p>The summary will be broken down into:</p> <ul style="list-style-type: none"> <li>• Land Use &amp; Planning</li> <li>• Operational</li> <li>• Community</li> </ul>	<p><b>Jon</b></p>
<p><b>AGM presentation</b></p> <p>Will include an overview of progress, a summary of survey and potentially a discussion exploring issues found from the initial survey.</p> <p>Jon to ensure Long Leys organisations are invited.          Informed: Travis P, Curtis, Cloverleaf Care Home, NHS          TBA: Bodytech, Veolia, Lincolnshire Rewinds, Utopia.</p>	<p><b>Jon</b></p>

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The summary will be broken down into:

## AGM presentation

Jon to ensure Long Leys organisations are invited.

Informed: Travis P, Curtis, Cloverleaf Care Home, NHS

## 6. Future Meeting Dates/Events

- 10:30am Friday 24 May 2019 - hosted by Jon
- 10:30am Thursday 27 June 2019 - hosted by Jon

## **Appendix A: Outline Project Timing Plan ver 1.4**

### **25.4.19**

- 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
- 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