

**Minutes of Long Leys  
Neighbourhood Plan Action Group (NPAG)  
10:30am Thursday 27 June 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:** Chris Taylor, Jackie Ward, Jon Davies, Laura McWilliams

**CC:** Gary Stimson, Megan Cox, Jim Hanrahan

**Kindly hosted by:** Jackie Ward

1. Minutes of Last meeting

Minutes of 24 May 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

Unchanged since last meeting –progressing to plan. See Appendix A for Timing plan v1.4	
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3. Grant Funding

<p>Grant funding of £9,000 is held in the LLRA bank account. This will pay for first phases of consultancy (nominally £8,000) and costs associated with plan development (nominally £1,000 to include consultation activity, printing, land registry data and other purchases).</p> <p>A Technical Support grant for an Housing Needs Assessment (HNA) has also been approved by Locality and is in progress.</p> <p>NPAG are likely to need further grant funding during the project for an additional £9,000-£18,000 of funding (depending on extent of plan) and technical support for:</p> <ul style="list-style-type: none"> <li>• Site Options &amp; Assessment (With AECOM)</li> <li>• Character Assessment / Design Code (potentially with AECOM).</li> </ul> <p>Jackie will explore other sources of grant funding (Awards for all, Dawber Trust) for future use when implementing the plan.</p>	
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#### 4. Planning Consultant

<p>An introductory meeting with NPAG's appointed planning consultant, Helen Metcalfe, took place on 12 June. This included a walkabout of the area. It was agreed that NPAG would develop a community vision, from which Helen would then produce objectives. Detailed meeting follow-up notes were provided by Helen.</p>	
<p>Following feedback on the initial vision statement provided to Helen, Chris will revise this to incorporate key concepts of a "healthy, active" place whilst "supporting the community spirit" and trying to encapsulate the intent behind "significant improvement of facilities" / "defined centre to the community".  <b>Chris to produce (what we hope will be) the final draft.</b></p>	<p><b>Chris</b></p>
<p><u>Lower super output area E01026147</u> (See <a href="https://www.nomisweb.co.uk/reports/localarea?compare=E01026147">https://www.nomisweb.co.uk/reports/localarea?compare=E01026147</a>) does include a significant number of houses not in the Long Leys plan area (the triangle formed by Upper Long Leys Road / Burton Road to Yarborough Road roundabout and then Yarborough Road and separately the Long Leys side of Burton Road on ridge).  <b>Jon to identify list of exact number of houses within plan area with type of home (detached/semi etc).</b></p>	<p><b>Jon</b></p>
<p><u>Local listed buildings:</u>  None within plan area. <b>Jon to identify criteria for listing.</b>  Features that NPAG feel have heritage value in the area (but are not proposed for listing) would include Gervas House, Industrial Cottages &amp; the Whitton Park railings on Yarborough Road.</p>	<p><b>Jon</b></p>
<p><u>Land Ownership Map</u>  <b>Jon to complete mapping landownership and owners contacts in preparation for a call for sites in coming months.</b></p>	<p><b>Jon</b></p>
<p><b>Jon to also consider how to produce land use map of allotments and other land that is more accurate than the quite vague CLLP maps.</b></p>	<p><b>Jon</b></p>
<p><u>Biodiversity</u>  Not mentioned at NPAG meeting but for information, Jon will be doing a walkabout with Caroline Steel in July to try and assess Burton Ridge as a wildlife asset.</p>	<p><b>Jon</b></p>

#### 5. Resident & Business Consultations

<p>None of the local businesses and some landowners who were invited to complete an initial survey by 1 June chose to do so. Individual emails were sent to: Travis Perkins, Curtis, Cloverleaf Care Home, NHS, Bodytech, Veolia, Lincolnshire Rewinds, Utopia, Urban Moto. Initial Resident Survey</p>	
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## 6. Focus Areas Update

<p><b>A) Housing Needs Assessment (HNA) (Jon)</b>  The technical support package provided by AECOM will produce answers to the following research questions:</p> <ul style="list-style-type: none"> <li>• Quantity of housing (AECOM will request housing needs figure from City of Lincoln Council)</li> <li>• Type and size of housing</li> <li>• Tenure and Affordability</li> <li>• Specialist Housing (Older and younger people)</li> </ul> <p>This is likely to be available in the September / October timeframe depending on speed of response from the LPA.</p> <p>NPAG agreed to consider how to respond if approaches for housing were made:</p> <ul style="list-style-type: none"> <li>• Short term 1 hectare, 30 homes as part of NPPF</li> <li>• 2025 onwards, similar development to Mitchell Drive estate (upwards of 3 hectares / 90 homes) if landbank for central Lincolnshire fell below 5 years. This is unlikely in the 2019-2024 period.</li> </ul>	<p><b>Jon</b></p>
<p><b>B) Improving access by footpaths and cycleways into neighbouring areas and the city centre (Jon)</b>  Next action is to invite a group of interested residents to a focus group/brainstorm to generate possible options and then to identify a set of questions that can be asked in a community survey.</p>	<p><b>Jon</b></p>
<p><b>C) Adding a local shop (convenience store) (Laura)</b>  Laura will approach various retailers to establish what criteria would need to be met for them to consider operating a shop in Long Leys</p>	<p><b>Laura</b></p>
<p><b>D) Better infrastructure (doctor / dentist surgery) (Laura)</b>  Laura will explore via health scrutiny committee on city council.</p>	<p><b>Laura</b></p>
<p><b>E) Community Centre: Adding a community meeting place (Jackie)</b>  A focus group to explore the issues will be held, following which more detailed questions can be part of a community wide survey.</p>	<p><b>Jackie</b></p>
<p><b>F) Reviewing the Industrial area: Considering the future of the industrial area in a residential location (Jackie)</b>  Jackie will consider the best way to identify criteria for businesses that would be compatible with a primarily residential area.</p>	<p><b>Jackie</b></p>

<p><b>G) Better care and protection for green spaces and wildlife (Chris)</b> Chris has looked at survey results and Lincoln heritage base and will request feedback from the community on what they value – either by sending a picture or a place description on the areas of Long Leys that they love. This should allow an evidence base to be gathered over the next couple of months.</p>	<b>Chris</b>
<p><b>H) The “green look” of the area: Any housing or industrial development should preserve the “green look” of the area - Chris</b> This would involve developing the input into a design code technical support package delivered by AECOM.</p>	<b>Chris</b>

### 7. Communications with Residents

<p>To keep the community in touch with developments we will circulate, initially via the website and social media:</p> <ul style="list-style-type: none"> <li>• A Status report on where NPAG are with grants and the key focus areas etc. This will alert the community to individual communications coming out to them on various of the focus areas (green areas/ cycling/ community centre etc)</li> <li>• Individual area activity will then be communicated with a degree of spacing i.e. one or two per week may make sense.</li> </ul> <p>Suggested outline timing (please offer alternatives if this does not suit)</p> <ul style="list-style-type: none"> <li>• By 7 July: Status report</li> <li>• 10 July: Green areas request</li> <li>• 14 July: Housing Needs Assessment update</li> <li>• 17 July: Community centre focus group request</li> <li>• 22 July: Cycling focus group request</li> </ul>	<b>Jon</b> <b>Chris (done)</b> <b>Jon</b> <b>Jackie</b> <b>Jon</b>
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### 8. Other Actions

<p><u>History of Long Leys area</u> c/f Laura has acquired some aerial photos which could be used to start an archive section on long-leys.org to allow the community to assist with developing a Long Leys history. Laura to provide and Jon to add to website – would be nice to give credit provider.</p>	<b>Laura/Jon</b>
<p><u>Invite Jim Hanrahan to next meeting</u> Jon to invite Jim to next NPAG meeting, as an observer to see whether/how he feels he could add value to NPAG activity.</p>	<b>Jon</b>

<p><u>Potential Impact of Housing Development on Footpath by Westcliffe Quarry</u>  <b>Laura to confirm that Definitive Map has not been modified to reflect diverted route of footpath and there are no DMMO in the system</b></p>	<p><b>Laura</b></p>
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#### 9. Future Meeting Dates/Events

<p>NPAG meetings</p> <ul style="list-style-type: none"> <li>• 10:30am Thursday 25 July 2019 - hosted by Jon</li> <li>• 10:30am Thursday 22 August 2019 - hosted by Jackie</li> <li>• 10:30am Thursday 19 September 2019 – venue TBC</li> </ul>	
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JP Davies 27 June 2019 v1.2

## 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

Items marked in blue complete.