

# Minutes of Long Leys Neighbourhood Plan Action Group (NPAG) Thurs 27 March 19 10:30am

## Meeting Purpose:

View final planning consultant presentation and select preferred consultant.  
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 (part 1-2 only)

**CC:** Gary Stimson, Megan Cox

**Kindly hosted by:** Chris Taylor

## 1. Timing Plan

No changes proposed. See Appendix A for Timing plan v1.3	
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## 2. Planning Consultants

	Action
<p>The third planning consultant, Helen Metcalfe presented to the group.</p> <p>Following the presentation, NPAG discussed the merits of each of the consultants. The group were in agreement that all three could deliver what was needed. Discussion focussed on which consultant approach would bring the best out of NPAG. Following the discussion, a vote was taken on each member's first preference for consultant (LM had to leave during the discussion but texted her preference).</p> <p><b>By a 3 to 1 majority, the group voted to select Helen Metcalfe as the preferred consultant.</b> The group then unanimously accepted this decision. It had been hard to separate the consultants on many aspects (experience, quality of work). Two criteria mentioned in discussion were:</p> <ul style="list-style-type: none"><li>• Helen Metcalfe's approach and proposal came across as more task focussed and structured, which appealed to the group.</li><li>• It was considered that using a consultant from outside the county, working on Neighbourhood Plans in Nottinghamshire and Birmingham, could bring a different viewpoint.</li></ul>	

<p>It was highlighted that, without the local connection, it would be important for Helen Metcalfe to build relationships with the Local Planning Authority and get up to speed on the Central Lincolnshire Local Plan (currently under review).</p> <p>Jon will advise the LLRA management committee of NPAG's decision.</p> <p>The group asked Jon to confirm Helen Metcalfe's selection in principle and thank both Luke Brown and Steve Kemp for their participation in the consultant selection process. In addition, the group recognised the help and support kindly provided previously by Steve Kemp, in suggesting LLRA go down the Neighbourhood Plan route. Jon will also advise the LPA.</p> <p>Actions above to be completed by Monday 1 April.</p> <p><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 likely to be in May 2019.</p> <p>The selection of Helen Metcalfe will however potentially allow NPAG to apply for grant funding at the start of the new fiscal year. In previous years, website applications have opened on Wednesday 3 April, although particularly with national government's focus elsewhere this can't be relied upon. The locality neighbourhood planning website currently displays the message <i>"We anticipate re-opening for grant applications in April, but are awaiting final confirmation from MHCLG. We will update the website as soon as we know."</i></p>	<p><b>Jon</b></p> <p><b>Jon</b></p> <p><b>Jackie/Jon to agree suitable time &amp; date to complete online form</b></p>
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### 3. Grant Funding and VAT

<p>Helen Metcalfe is not VAT registered and this removes the need to address LLRA VAT registration as part of NPAG's activities. It was suggested that this should be examined as an LLRA activity.</p> <p>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</b></p>
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#### 4. Potential Actions Prior To Grant Funding Being Received

<p><b>Documented History of Long Leys</b> c/f Laura awaiting info on City of Lincoln council archives.</p>	<b>Laura</b>
<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>	<b>Jon</b>
<p><b>Newsletter / Survey</b> Will go out 30 March along with initial qualitative survey, which can also be filled in online.</p>	<b>Chris Jon</b>
<p><b>AGM presentation</b> Will include an overview of progress, a summary of survey and potentially a discussion exploring issues found from initial consultation.</p>	<b>All</b>
<p>Jon to ensure Long Leys organisations are invited. Informed: Travis P, Curtis, Cloverleaf Care Home, NHS TBA: Bodytech, Veolia, Lincolnshire Rewinds, Utopia.</p>	<b>Jon</b>

#### 5. Future Meeting Dates/Events

<p>NPAG meetings</p> <ul style="list-style-type: none"> <li>10:30am Thursday 25 April 2019 - Kindly hosted by Jon</li> </ul>	
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JP Davies 28 March 2019

## **Appendix A: Outline Project Timing Plan ver 1.3**

### **14.3.19**

- 27 March: NPAG Meeting and preferred date for remaining planning consultants to present proposals.
- Circa 27 March: Distribute newsletter and qualitative questionnaire.
- End March: Decision on specific consultant made by NPAG and endorsed by LLRA management committee
- 1 April 2019: 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)
- 21 May LLRA AGM: summary of initial consultation findings presented.
- 31 March 2020 – 30 September 2020: Date range targeted for draft plan submission for local planning authority and planning inspector review (Regulation 14 stage).
- 1 October 2020 – 31 March 2021: Date range targeted for completion of successful referendum and acceptance of plan as a planning document