

**Minutes of Long Leys
Neighbourhood Plan Action Group (NPAG)
10:30am Thursday 30 July 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, Laura McWilliams, Jim Hanrahan

Apologies: Chris Taylor

CC: Gary Stimson, Megan Cox, Helen Metcalfe

Kindly hosted by: Jon Davies

1. Minutes of Last meeting

Minutes of 27 June 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

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

<p>Consultancy costs of £1,500 have been incurred against initial grant. In addition, there have been Land Registry data costs of circa £190.</p> <p>The Housing Needs Assessment (HNA) is a technical support grant, with AECOM paid direct by Locality as part of a central contract with no financial involvement of NPAG.</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">• Site Options & Assessment (With AECOM)• Character Assessment / Design Code (potentially with AECOM).	
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4. Vision & Objectives

<p>The (hopefully) final community vision was provided to Helen.</p> <p>Helen has provided initial objectives for review. These were discussed at the meeting and some revisions proposed which will be forwarded to Helen for consideration. (email detailing agreed changes to be circulated to NPAG separately).</p>	Jon
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5. Land Ownership Map

<p>The land ownership map is almost complete, with hard copy information on Lowfields and Waves Farms awaited from the Land Registry. Map is targeted for completion by the August NPAG meeting. Circa 30 names with contact addresses have been identified for land registrations. This list can be used as a resource to notify landowners of NPAG activities.</p>	Jon
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6. Habitat Surveys

<p>A habitat review of the Burton Ridge has been completed, with initial recommendations for habitat protection and identification of potential future projects which LLRA could consider. This will now be shared with the community for wider consultation with the objective of getting feedback and greater definition on some of the projects. It will also be shared with councillors developing the Green Strategy for Lincoln. A further survey required is planned for the allotments and farm land (likely to be prepared in September).</p>	Jon
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FOCUS AREAS

7. Housing Needs Assessment (HNA) - Jon

<p>AECOM have been briefed and the research questions have been agreed. (Update 1 Aug from AECOM: "<i>good progress has been made on the HNA and we expect to have it completed in the next few weeks.</i>")</p> <p>A web article on the HNA was published to the community. See: http://long-leys.org/july-neighbourhood-plan-update-future-housing-needs-in-long-leys/ . This has received little specific feedback.</p> <p>The HNA report is anticipated to be available in the September / October timeframe depending on speed of response from the LPA. In the meantime, activity on the Central Lincolnshire Local Plan, including the call for site activity will be tracked.</p>	Jon
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8. Improving access by footpaths and cycleways into neighbouring areas and Housing Needs Assessment (HNA) - Jon

<p>No action since last meeting. Will progress this during August.</p> <p>Next action is to publish an article on the web / Facebook with invitation for a group of interested residents to attend a focus group/brainstorm. Objective of focus group would be to generate possible options and then to identify a set of questions that can be asked in a community survey.</p> <p>Ideas for potential new cycle paths to provide better links to long distance routes were briefly discussed.</p>	<p>Jon</p>
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9. Adding a local shop (convenience store) - Laura

<p>The biggest thing to note around this is with the current climate within the Retail Sector most companies have halted expansion plans so many no longer have a 'matrix' to follow when it comes to areas to open new stores. Approaches have been made to several of the main players within the Convenience Store Market to enquire what criteria if any the business would need to meet in order to consider opening a store in our community during the next 20 years.</p> <p>Jim to provide developer contact to Laura who can maybe either give a view on the broad requirements or help with access to specific retailers. The key is to identify clear criteria for what would interest a retailer about Long Leys (e.g. existing or future population, through traffic volume) and what stores could look like in 20 years.</p> <p>May also be worth speaking to Chris Higgins at hospital about their provisional discussions with a retailer (believed to be co-op) when they were exploring there now abandoned redevelopment proposal for the hospital site.</p>	<p>Jim Laura</p> <p>Laura</p>
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10. Better infrastructure (doctor / dentist surgery) - Laura

<p>An initial discussion has taken place with members of the CCG for our area. The gist appeared to be that closures are at all time high and new sites would only be considered alongside 'major development'.</p> <p>Laura to establish broad criteria for the population level to sustain a surgery and/or the typical GP / dentist to population ratio.</p> <p>Suggestions for providing a services hub that can include Health visitors are welcomed for consideration so could be a possible avenue in the event of us having our own community hub.</p>	<p>Laura</p>
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11. Community Centre: Adding a community meeting place - Jackie

<p>Next Actions:</p> <ol style="list-style-type: none"> 1. Web piece followed by Focus Group to explore needs/issues and create questions for wider survey Venue: home or Cloverleaf, Date TBC 2. Distribute survey to resident's website, Facebook and paper copy drop. 	Jackie
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12. Reviewing the Industrial area: Considering the future of the industrial area in a residential location – Jackie

<p>A draft "criteria for suitable businesses in Long Leys" will be developed by Jackie for discussion either by email or at next NPAG meeting.</p>	Jackie
<p>Once NPAG has agreed criteria, it may be appropriate to discuss this with businesses via email and then a follow up face-to-face, asking also how they see their own presence changing in Long Leys by 2040 (bigger/smaller/the same).</p>	Jackie/Jon
<p>All businesses would be advised if there is a call for sites following the HNA.</p>	

13. Better care and protection for green spaces and wildlife - Chris

<p>Chris is collecting photographs of favourite views and vistas from residents.</p>	Chris
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14. Character Assessment / Design Code - Chris

<p>(previously headlined as the "green look" of the area: Any housing or industrial development should preserve the "green look" of the area)</p> <p>This is likely to involve developing the input into a design code technical support package delivered by AECOM. Alternatively, it could be done via other means although funding routes would need to be identified.</p> <p>There are no listed buildings in the plan area. Generally, buildings prior to 1840 would attract a listing.</p> <p>Features that NPAG feel have heritage value and should probably be included in a character assessment / design code are Gervas House, Industrial Cottages & the Whitton Park railings on Yarborough Road.</p>	
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15. Communications with Residents / Businesses & Other Stakeholders

<p>A July status report, featuring the HNA detail, was shared via digital media in July. A request for photographs of favourite views was also issued.</p> <p>In August, further communication will go out on:</p> <ul style="list-style-type: none"> • 4 August: Habitat survey request for feedback • 8 August: Community centre focus group request • 11 August: Cycling focus group request • 15 August: History of Long Leys photo request <p>It would be worth considering an NPAG newsletter in September (post 4 September when schools restart) to pull everything progressed so far together. This could also include a second phase community survey.</p>	<p>Jon Jackie Jon Jon</p> <p>All</p>
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16. Other Actions

<p><u>History of Long Leys area</u> We have some useful maps and a few historic photos on http://long-leys.org/development-of-long-leys/ including some aerial photos Laura has acquired. This can be evolved over time.</p> <p>Probably worth writing an article on what we have so far, to encourage people to send in further information and photos.</p> <p><u>Role of Jim Hanrahan</u> At this stage Jim is happy to contribute his knowledge on planning aspects and suggest contacts to approach who can help with specific tasks. Once we have more progress overall and other projects emerge NPAG would encourage Jim to take the lead on a suitable project.</p> <p><u>Potential Impact of Housing Development on Footpath by Westcliffe Quarry</u> c/f Laura to confirm that Definitive Map has not been modified to reflect diverted route of footpath and there are no DMMO in the system (Laura has requested help via Rob).</p>	<p>Jon</p> <p>Laura</p>
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17.Future Meeting Dates/Events

<p>Previous dates have been revised to:</p> <p>NPAG meetings</p> <ul style="list-style-type: none">• 10:30am Wednesday 21 August 2019 - hosted by Jackie• 4:00pm Wednesday 18 September 2019 – venue TBC	
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JP Davies 30 July 2019 v1.2 (revised 1 Aug)

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.