



North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 09/24
held on Thursday 17th April 2025 at 7pm

Councillors Present: C Briggs (Chair), A Cruickshanks, K Harrison, G Killingworth, M Lofts, A Marshall, T Ogden, S Sampson, SP Roe.

In Attendance: Mrs G Culverwell – Deputy Clerk
Mr J McArthur - Services Team Manager (STM)
Cllr M Scarborough

5 Members of the public.

Public Session

The Chair, Cllr C Briggs welcomed members of the Public and invited them to speak within the allotted 15 minutes. Members of the public reiterated their previously raised questions regarding the Cemetery no longer accepting coffins for burial. Members of the Public raised a further question about the drainage, Cllr C Briggs informed members of the public that the Council had listened to their concerns which resulted in an independent drainage consultant being commissioned.

9-24.1 Apologies for absence and acceptance of reasons given

It was **RESOLVED** to accept apologies for absence and reasons given from: Cllr Blanchard, J Holt, F W Lee and P Wray.

9-24.2 Receipt of any Declaration of Members' interests under the Localism Act 2011

Cllr S Sampson declared an interest regarding item 12.
There were no other Declarations of Members' Interest.

9-24.3 Notes of the Estates & Operations Committee meeting held on 13th February 2025 to be approved as the Minutes of that meeting

It was **RESOLVED** to accept the notes of the Estates & Operations Committee meeting held on 13th February 2025 as a true record of the meeting. These were signed accordingly.

9-24.4 Chair's Items

The Chair had no items.

9-24.5 Correspondence and Clerk's items

Items of correspondence were presented and noted as:

- The Town Council's waste collection day for business collections by NKDC is moving to a **Monday**.
- Price increase for waste collections from NKDC to apply a 5 Council on the 23rd January 2025 approval was given to apply a 5% increase across all collection charges.
- As part of the Coronation Living Heritage fund project NKDC will supply a sign, free of charge, to promote the community orchard. The metal sign measuring 21cmx21cm is to be installed in the Orchard.

Updates from the last meeting were presented as:

Item No:	Action	Updates
8-24.8	Fen Lane Skate Park – report to be brought to the April meeting of the E&O Committee.	April 2025 E7O Meeting
8-24.9	Maintenance of bus shelters – Pressure washer to be hired for 2 days with internal staff carrying out works	Bus shelters to be transferred to LCC
8-24.10	A Statement to be published on the Council's website, Facebook and the noticeboards to inform the public of the changes to the burials at North Hykeham Cemetery.	Completed
	A working group to be established to discuss the Cemetery Policy and future	Ongoing
8-24.11	Arrange for site/asset inspection evenings on 2 dates in June, to commence at 6.30pm.	Dates to be confirmed
8-24.14	To order and arrange installation of the inclusive seesaw at Witham Fields	Ready for delivery to NHTC

9-24.6 Cllr Scarborough (Skellingthorpe PC) will give a brief overview to the Council regarding the new Skellingthorpe Skatepark, and the processes involved to acquire it.

Chair, Cllr C Briggs welcomed Cllr M Scarborough from Skellingthorpe Parish Council. Cllr Scarborough spearheaded a project to get a skatepark built at Skellingthorpe. Cllr Scarborough gave a brief overview of the problems, encountered, funding, planning permission and the design. NHTC are welcome to seek his experience/advice regarding the replacement of the Fen Lane Skate Park. Although Fen Lane Skate Park is smaller than Skellingthorpe and is a good transition park with its own identity. Cllr Scarborough also recommended freeform concrete as a material to use.

9-24.7 Review of the E&O Committee's latest Income & Expenditure.

The accounting software was still transferring to the new financial year, to be reviewed at the next meeting.

9-24.8 Receive the latest Services Team Report.

The Services Team Manager (STM) presented his monthly report. He spoke to the Committee about the following items:

- Members were shown photographic evidence of the condition of the skate park before the repairs were carried out and after works had been completed. The Skatepark is now in a condition to be used however, the repairs are becoming more frequent. ROSPA will conduct an inspection to consider the condition of the Skatepark.
- Removal of an Oak tree took place on Mill Lane conducted by NHTC successfully.
- A two-year-old Oak tree was planted at Memorial Playing Fieldson 2nd April as part of the Council's regenerative planting programme, bringing the total of new trees planted to 22.
- A drainage consultant commissioned by the Council to conduct a feasibility study found ground water a 1 meter below the driest point of the Cemetery (3 meters is the level needed). A report is awaited from Frazer Consultants which will be cascaded to the Council.
- New equipment, Iseki TG6687 Tractor and Progressive TDR-X mower had arrived and already delivering efficiencies along with improved health and safety protection with full compliance for road use.

Cllr Roe was assured that Chapel Fields will be cut the following week and that the Skatepark is structurally solid.

Cllr Cruickshank thanked the service team for their work outside of their scope.

9-24.9 Review the condition of the current skatepark and consider options for future development.

Members had received a report from the Deputy Clerk and notes from North Kesteven District Council planning department. To consider proceeding with the replacement park to include costings/funding/design/planning as soon as possible. To extend the existing Skatepark and to replace the access path to the Skate Park.

It was **RESOLVED** to commence with the design, prices and funding staying within the transitional size of a new Skate park.

9-24.10 Consideration of a request to host a Skate Jam charity fundraiser on 9th August on Fen Lane Skate Park and to confirm fees.

Members would like to know for which charity the Skate jam would be raising funds. Cllr Roe commented that the organiser raised good money last year and was now insured.

The Council **RESOLVED** to agree to hosting a Skate jam on 9th August 2025 at the Skatepark. The establishment of what fees to charge be brought up at the next Finance and Policy Committee meeting in June.

8pm - Cllr Matt Scarborough left the meeting.

9-24.11 Consideration of future use of 1 x brick bus shelter that is not serviced by a bus route and will not be part of the asset transfer to LCC

This bus shelter is sited behind the Forum in North Hykeham and is not on a bus route, therefore the future of the bus shelter if any needs to be considered. Cllr Roe called for a quote to demolish with regard to the possibility of any asbestos issue. Members would like the community involved if any future use could be established.

The Council **RESOLVED** that before demolition to refer the item back to Community and Planning Committee to see if it can have any community use by them asking residents.

9-24.12 To receive updates from the Cemetery Review Working Group on the review of the Cemetery Policy and consideration of the future service provisions/use of the North Hykeham Cemetery; to include consideration of requests to purchase a new full-size plot for the interment of ashes instead of a standard double ashes plot. To consider the enquiry for a memorial tree or rose.

Cllr G Killingworth reported that the working group had met to look around the Cemetery noting several areas under water. A visit was planned to other Cemeteries that had had to close to coffin burials for reference. There is a difficulty deciding what to do with the Cemetery i.e. potentially green burials etc. The Cemetery Policy needs reviewing and altering.

Requests had been received from members of the public regarding purchasing of new full-size plots for the interment of ashes, rather than purchasing dedicated ashes plots within the Garden of Remembrance. Members considered the request and it was noted that this was not something currently provided for within the policy, so at this time this could not be permitted. The Clerk was asked to pass the item to the Finance and Policy committee for further consideration in future policies.

A request had been received to plant a memorial tree or rose at North Hykeham Cemetery. It was discussed that the Cemetery Policy does not allow commemorative trees and the Clerk reported that the rose garden is full and overshadowed by a large tree. As there were no other alternatives, the enquirer would need to be advised accordingly and informed that the resitting of a rose garden is to be considered when reviewing the Cemetery Policy.

9-24.13 Consideration to arrange site observational visits around the council's assets for Town Councillors – Cllr Roe

It was **RESOLVED** to conduct 2 site visits with the Service Team Manager. One in June and one in July on a Wednesday evening commencing at 6.30pm.

9-24.14 Development of the committee's 5-year plan – standing item

To be reviewed at the next E&O meeting on 12th June 2025

The meeting closed at 20.20 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
9-24.9	Fen Lane Skate Park – report to be brought to the April meeting of the E&O Committee.	STM & Deputy Clerk	Update -June 2025 E&O meeting
9-24.11	Bus shelters – To present to C&P cttee for consideration of use to the local community	STM & Deputy Clerk	Ongoing
9-24.12	A working group to be established to discuss the Cemetery Police and future	Cllrs Killingsworth Blanchard, Briggs	Ongoing
9-24.13	Arrange for site/asset inspection evenings on 2 dates in June, to commence at 6.30pm.	Deputy Clerk	One Wednesday in both June and July.
9-24-14	Development of Committee's 5 year plan		Ongoing