



North Hykeham Town Council

Minutes of the Community & Planning Committee meeting 01/25
held on Thursday 5th June 2025 at 7pm

Councillors Present: A Cruickshanks (Chair), M Bennie, N Blanchard, W Lee, M Lofts, A Marshall, T Ogden, D Rawson, K Sampson, S Sampson and P Wray

Non-Councillors Present: Mr M Reynolds

In Attendance: Mrs L Appleyard, Assistant Clerk

01-25.1 To elect a Chair and Vice Chair for the Community & Planning Committee

Cllr Cruickshanks was nominated for the position of Chair.

It was **RESOLVED** that Cllr Cruickshanks be elected as Chair.

Cllr Ogden was nominated for the position of Vice Chair.

It was **RESOLVED** that Cllr Ogden be elected as Vice Chair.

Thanks were given to Cllrs Lofts and Bennie for their contributions as Chair and Vice-Chair in the previous year.

01-25.2 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.

It was **RESOLVED** to accept apologies for absence and reasons given from Cllrs R Johnston and K Harrison. Apologies were noted from non-councillor member Mr M Biddulph.

01-25.3 Receipt of any Declaration of Members' Interest under the Localism Act 2011.

There were no Declarations of Members' Interest.

01-25.4 Notes of the Community and Planning Committee meeting held on 3rd April 2025 be approved as Minutes.

It was **RESOLVED** to accept the notes of the meeting held on 3rd April 2025 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

01-25.5 Chair's Items.

The Chair had no items to report.

01-25.6 Correspondence and Clerk's Items.

The Clerk presented the following items of correspondence:

- Email received from Peter Morley, NH Scouts, to thank the Council for the grant for the purchase of two kayaks.
- Email received from Sean Dunderdale, BBC Radio Lincolnshire, to thank the Council for the gift presented to him at the ATM.
- Email received from Amanda Bouttell at North Hykeham War Memorial and Playing Fields Trust confirming that Cllr Wray had been appointed as Trustee. A new Chair of the Trust had been appointed – Mr Hugh Sargent.

- Email received from Louise Egan, Culture Service Manager (Library & Heritage Client Lead), Lincolnshire County Council, with an update on the re-procurement of the Lincolnshire Libraries. Work was continuing on the process and an outcome of the award to a provider was likely to be known in the coming weeks.

Planning Responses sent to NKDC since last meeting of the Community & Planning Committee:

25/0201/HOUS – 57 Hebden Moor Way, LN6 9QW – single storey side extension and alterations to bungalow.

Comment: no objection.

25/0327/PNH – 13 Station Road, LN6 9AW – single storey rear extension 5.0m in length from the original wall, eaves height of 2.5m and maximum height of 4.0m.

Comment: no objection.

25/0318/FUL – unit 2A Discovery Park, LN6 3AN – proposed change of use from an industrial unit (b2) to a padel tennis court (E(d)).

Comment: no objections and is happy to support the application.

25/0374/HOUS – 38 Mill Lane, LN6 9PD – single storey rear extension and car port to front of bungalow.

Comment: no objection.

25/0381/HOUS – 12 Alford Mill Close, LN6 9QR – single storey rear and side extension.

Comment: no objection.

25/0429/TPO - 2 Lysterfield Court, LN6 9AW – T1 – Oak – radial crown reduction (including height) by 2.5/3m.

Comment: the Committee were unable to support or object to this application without the Tree Officer's report; any tree works required should be carried out by a qualified tree surgeon.

25/0376/HOUS – 16 Conway Drive, LN6 8UA – proposed erection of side single storey extension and alterations to dwelling.

Comment: no objection or comments.

25/0404/HOUS – 72 Constance Avenue, LN6 8SS – erection of ground and first floor extensions to north, south and eastern elevations.

Comment: no objection or comments.

25/0471/VARCON – 128 Lincoln Road, LN6 8EF – application to vary condition 3 (approved plans – increase in wall height (retrospective)) attached to planning permission 24/1376/HOUS – replacement front boundary wall and new electric sliding gate and permeable resin driveway.

Comment: no objection or comments.

25/0444/HOUS – 99 Station Road, LN6 9AL – proposed new roof to bungalow to create first floor accommodation.

Comment: no objection or comments.

25/0480/FUL – Lidl Store, 75 Newark Road, LN6 8RA – siting of an InPost Locker (retrospective).

Comment: the Committee objects to retrospective planning applications and sees no point in commenting.

25/0515/TPO – 2 & 4 Ascot Way, LN6 9NU - T1 – Oak – canopy lifting of lower canopy and reduction of remaining canopy back towards boundary line. Canopy lifting to achieve 3m of canopy clearance (floor to lowest part of canopy). Reduction of remaining canopy encroaching garden removing no more than 1.5m of limb length to suitable growth points.

T2 – Oak – canopy lifting of lower canopy and reduction of remaining canopy back towards boundary line. Canopy lifting to achieve 3m of canopy clearance (floor to lowest part of canopy). Reduction of remaining canopy encroaching garden removing no more than 1.5m of limb length to suitable growth points.

Comment: the Committee had no comments or objections.

25/0494/HOUS – 5 Cheviot Close, LN6 9TJ – conversion of attached garage loft space into a bedroom, including the formation of a flat roof rear dormer and a front pitched dormer and roof light.

Comment: the Committee recognised that this may affect the right to privacy of neighbours, as noted. However, the Committee had no planning based objection.

25/0383/PNH – 21 Antonius Way, LN6 9AD – single storey rear extension 5.0m in length from the original wall, eaves height of 2.3m and maximum height of 3.52m.

Comment: the Committee had no objection.

25/0380/FUL – 233 Lincoln Road, LN6 8NH – erection of storage unit, renovation of existing garage and adjacent storage room (retrospective).

Comment: the Committee objects to retrospective planning applications and sees no point in commenting.

25/0522/RESM – Teal Park II Whisby Road, LN6 3UA – reserved matters application for the erection of a warehouse (Use Class B8) with ancillary vehicle storage, office accommodation, landscaping and associated works in Phase 2 pursuant to application 09/0633/OUT and 18/0309/VARCON.

Comment: the Committee had no comments or objections.

Update on actions from last Community and Planning Committee Meeting:

Item no	Action	Update
08.24-13	SID new charger to be purchased.	Charger received 28/04/2025
09.24-5	Bus Stop – Mill Lane	Town Clerk received email to say bus stop being installed 7 th May.
09.24-8	“Thank you” gift to be purchased for Mr Sean Dunderdale, guest speaker at the ATM.	Gift purchased & presented to Mr Dunderdale on 10/04/2025. Thank you email received from Mr Dunderdale – see Clerk’s correspondence.
09.24-10	Community Grants - email to be sent to Lincolnshire Bombers to inform them that their application for a Community Grant was unsuccessful.	Assistant Clerk sent email 30/04/2025
09.24-11	Hykeham & Witham Gazette, NHTC Newsletters 2025-2026 to be booked, as follows: 4xpage Newsletter for July; 2xpage Newsletter for October; and 2xpage Newsletter for January. Members of the Committee to be informed of deadlines for copy.	1x4 page & 2x2 page newsletters for 2025/2026 ordered. Copy deadlines: 9 th June, 9 th September & 3 rd December.
09.24-12	Gift of art from Denzlingen Twinning Association – letter of acceptance to be sent from the Chair.	Letter sent to Herr Berger 01/05/2025

09.24-13	NHTC Events Policy - revisions to be made to the Policy and sent to Finance & Policy Committee.	11/04/2025
09.24-14	Response to the Central Lincolnshire Design Code, Stage 2 Consultation – online consultation to be completed – agreeing to visions and principles, as appropriate.	09/04/2025
09.24-15	Draft Rights of Way Improvement Plan 2025 – response to be sent to LCC.	25/04/2025
09.24-16	Review of Waiting Restrictions - Cleveland Avenue, proposed no waiting any time. Response to be sent to LCC.	24/04/2025
09.24-18	Planning Responses to NKDC	07/04/2025

01-25.7 Receive the Community and Planning Committee’s latest income and expenditure report.

The latest I&E report (to 30th May 2025) was noted.

01-25.8 To discuss community issues raised by organisations represented within the Community & Planning Committee.

North Hykeham Town Twinning Association – Cllr Bennie reported that the exchange visit from Denzlingen would be taking place in September. There would be a welcome reception for the group when they arrived on Friday, 5th September, at 5pm, at Sir Robert Pattinson Academy (SRPA). A farewell dinner would be held at The Lincoln Hotel on September 8th. It was expected that a party of 26 people, plus a choir of 12, would be taking part in the exchange visit. Members of the Twinning Association would be hosting the German visitors in their homes and Cllr Bennie reported that they were still looking for accommodation for one German couple. He asked Cllrs to let him know if they could assist.

Scouts – Cllr K Sampson reported that Apex Lake was for sale. The Scouts group hoped that the purchasers of the Lake would be supportive of the Scouts group continuing their water activities at the site.

Hykeham Rugby – Cllr Wray reported that the Rugby Club was celebrating its 60th year and was beginning a year of celebrations with a dinner at The Lincoln Hotel. An open day would be held on 17th August and it was hoped that this would attract new members.

Hykeham in Bloom – Mr Reynolds reported that the team had met in April and they had decided not to enter the “East Midlands in Bloom” competition this year, for various reasons, including poor condition of the street scene around North Hykeham (bus shelters, graffiti, etc). Several projects were planned for the Autumn including putting bird boxes on Tiber Road and in the Old Orchard; and wildflower seed and bulb planting in the Old Orchard with members of the community invited to take part. Mr Reynolds reported that he would be leading a “Hykeham in Bloom and Railway Station History” walk as part of the NK Walking Festival, on Thursday, 19th June.

North Hykeham Library – Cllr Cruickshanks reported that there continued to be an increase in membership and footfall at the library. Activities held at the library – Knitting & Crochet, Rummikub and Mah Jong - were all going well. Everyone was welcome to attend these activities, regardless of skill.

01-25.9 2025 Events Planning – Standing Item – to include feedback from the Annual Town Meeting – Cllr Bennie.

The Annual Town Meeting and Community Groups Fair had taken place on Thursday, 10th April had Sir Robert Pattinson Academy (SRPA). Cllr Bennie reported that a feedback meeting had

recently taken place with some Councillors and Clerks in attendance, to discuss positive and negative aspects of the event, with a view to making improvements for future events.

It was agreed that the venue of SRPA and support from the school's staff had been excellent. Cllr Bennie reported that there had been a good standard of nominations received for the Community Awards and he had been pleased to see a good turnout of family and friends supporting those nominated. Mr Dunderdale, special guest, had been a successful speaker and contributed greatly to the evening. The consensus of those who attended the feedback meeting had been that there had been too many presentations, which, whilst good, had made the evening too long. Overall, given that it was only the second time the Town Council had held this event, it had been a success. The Community Groups Fair, held before the ATM, had provided a welcome addition to the evening and should be run again at next year's ATM.

Cllr Blanchard thanked Cllr Bennie for his hard work in organising the event, saying that he should be very proud of what had been achieved. He thought the evening was excellent and that all the presentations were very good. He knew of someone who had won a Community Award and reported that they had been very pleased to receive the recognition.

Cllr Bennie thanked Cllr Blanchard for his comments and thanked Clerks for their help with organising the ATM.

01-25.10 An update from the Events Working Group

Cllr Cruickshanks reported that there hadn't been a meeting of the Events Working Group, due to difficulty finding a date when all members were available. A meeting was to be arranged as soon as possible.

01-25.11 To receive an update about the Community Emergency Plan – Cllr Bennie.

Cllr Bennie reported that the draft North Hykeham Community Emergency Plan had been sent to the Lincolnshire Resilience Forum (LRF) for comment and that he had received some feedback. In addition to Cllrs Rawson and Wray being identified as the emergency contacts in the event of a major incident, the LRF had requested that another contact be identified. Cllr K Sampson said that he was prepared to be the third emergency contact.

Cllr Bennie reported that the Plan, once agreed, would be an ongoing document, reviewed regularly. There would be a testing exercise, possibly in September, to which Cllrs would be invited.

01-25.12 To consider purchase of "Fathom Analytics" to view website statistics and usage data.

The Council currently has access to statistical information about its new website via "Fathom Analytics", as part of the launch package agreed with the website providers. The data includes the number of visits made to the website and which areas of the site had been viewed and how many times. The Committee was asked to consider if it wished to continue having access to the data once the launch period was over, at a cost of £90 (+ VAT) per year.

Members of the Committee discussed whether there was any point in having the data and raised the following questions: what would be done with the data? Who would analyse the data? Would the Council make any changes following analysis of the data? Was it worth the money?

It was **RESOLVED** that "Fathom Analytics" should not be purchased this financial year, but reviewed for purchase in the next financial year.

01-25.13 To consider community use of the unused bus shelter on Malton Road, as requested by the E&O Committee.

The bus shelter on Malton Road was no longer on a bus route and was not included in the transfer of bus stops to Lincolnshire County Council (LCC). The future of the shelter had been discussed at the E&O Committee held on 17th April and a request had been made by the Committee for the C&P Committee to discuss whether the shelter could be used for any community purpose.

Members of the Committee said that the shelter had been built in the mid-70s and as it is the only surviving brick built bus shelter in North Hykeham – it is therefore part of the iconic history of the town.

The Committee discussed various possible uses of the bus shelter. It was generally agreed that a defibrillator was not required in this area as there was a unit at the nearby Forum shopping precinct. Councillors suggested that the shelter could be used for display boards about the history of North Hykeham. Councillors also suggested that the shelter could be used for a book exchange.

Cllr Lofts asked whether any funds could be available this financial year. Cllr Blanchard said that the proposal would have to be discussed by the F&P Committee.

It was **RESOLVED** that the Clerk research the cost of converting the bus shelter into a book exchange and history of North Hykeham information point.

01-25.14 To consider the purchase of a new noticeboard at the Co-op, adjacent to the Village Green.

The Committee had previously agreed in 2024 to replace the wall-mounted noticeboard at the Co-op, adjacent to the Village Green. However, due to funding, this purchase could not be undertaken in the last financial year and the purchase of a replacement board was deferred until the current financial year. The Clerk presented three quotes for the purchase of a wall-mounted noticeboard of the same size as is currently in situ. Councillors agreed that the location of the noticeboard was good, as there was a high footfall passing by and it was next to a cashpoint.

It was **RESOLVED** that a new noticeboard be ordered.

01-25.15 To consider a proposal to enhance festive displays in North Hykeham for Christmas – Cllr Lofts.

Cllr Lofts presented a proposal to enhance festive displays in North Hykeham. The Council currently purchases two Christmas trees which are decorated with lights and put up at the Village Green and at the Spar shop, Newark Road. Cllr Lofts proposed that in addition to these two trees, that a further three trees be erected at Grange Park, St Aiden's Park and at the Memorial Hall. He also proposed that additional lights were added to the Village Green and that the Clerk engage with the local garden centre to explore the possibility of them sponsoring a tree, to foster community business partnership and shared investment in local amenities.

Cllr Wray said that residents did not realise that the Christmas tree sited at the Spar shop on Newark Road was provided by the Town Council, and that this should be corrected.

Mr Reynolds said that, although problematic to put up, the lights that used to be on lamp posts on the Village Green were missed. He said that the Council had tried to use solar Christmas lights in the past, but that they hadn't been successful. Councillors agreed that lights on trees and

lampposts were the preferred option and that the possibility of having more lights on the Village Green should be investigated.

It was **RESOLVED** that the Clerk would research the cost of having Christmas lights on the Village Green; and request donation from the local garden centre for further Christmas trees.

01-25.16 To consider a request from a resident for the installation of a pedestrian crossing on Station Road.

A request had been received from a resident of Phoenix Place, requesting the installation of a pedestrian crossing on Station Road. Councillors discussed the request and agreed that a crossing would benefit pedestrians in this area, particularly as there are lots of residents with children who cross Station Road to walk to local schools, via the pathway that runs alongside the business "Mower Magic".

It was **RESOLVED** that the Clerk write a letter to LCC Councillor, Alan Woodruff, requesting consideration be given to the installation of a pedestrian crossing on Station Road.

01-25.17 To review the condition of North Hykeham in Bloom planters (council assets) and discussion for ideas to support the growth and success of planters across spring and summer.

The Hykeham in Bloom planters are watered by NHTC staff during the spring and summer. Some problems had arisen recently with reports of planters being dry and plants affected. The Town Clerk had requested the Assistant Clerk to accompany a member of the Services Team on Friday 23rd May, as the member of staff watered the planters as part of their duties, to make an audit of the condition of the planters.

The Assistant Clerk had noted that the planters were well-planted with a mixture of shrubs, herbs, biennials and annuals, and contained many drought-tolerant plants. Problems had been identified with the planter sited at the Village Green shopping area -it was found to be very dry. Due to major drainage issues with the planter in the past, a hole had been drilled close to the base of the planter, resulting in any water poured into the planter's reservoir draining straight out. The wooden planter at Cornflower Way was found to have loose edge panels, which would need repairing by the Council's Services Team. Some wooden planters needed re-painting.

Mr Reynolds reported that the Hykeham in Bloom team would shortly be repainting the wooden planters as part of their routine tasks. He said that the planter at the Village Green had swollen with water the previous year and had been in danger of splitting. A small hole had been drilled in the base to allow the water to drain.

The Councillors were supportive of the Hykeham in Bloom planters project and said that some planters were looking tired and in need of replacement.

It was **RESOLVED** that as the planters were council assets, the Committee propose to the E&O Committee that they plan for the future replacement of planters.

01-25.18 Development of the 5 Year Plan – standing item.

The Committee discussed the 5 Year Plan. Cllr Lofts suggested that a spring event in 2027 should be budgeted for in the Plan.

It was **RESOLVED** that Community Event, Spring 2027, be added to Year 2 of the Plan.

01-25.19 To consider the following:

Planning Applications

25/0487/ADV – Travis Perkins, Teal Park, Whisby Road – installation of 2 free standing signs.

It was **RESOLVED** that the Committee had no objection to this application.

25/0586/HOUS – 8 Cromer Close, LN6 8UT – proposed conservatory.

It was **RESOLVED** that the Committee had no objection to this application.

25/0597/HOUS – 48 Post Mill Close, LN6 9HL – garage extension.

It was **RESOLVED** that the Committee had no objection to this application.

01-25.20 **Decisions Received.**

25/0343/HOUS – 37 Hathersage Avenue – erection of single storey rear extension – **APPROVED.**

25/0213/HOUS – 510 Newark Road – formation of roof terrace to rear over existing single storey element (approved under application 22/0040/HOUS) – **REFUSED.**

25/0374/HOUS – 38 Mill Lane – single storey rear extension and car port to front of bungalow – **APPROVED.**

25/0381/HOUS – 12 Alford Mill Close – single storey rear and side extension - **APPROVED.**

25/0191/HOUS – 28 Stone Moor Road, LN6 9QN – erection of single storey rear extension – **APPROVED.**

25/0318/FUL – unit 2A Discovery Park – proposed change of use from an industrial unit (B2) to a padel tennis court (E(d)) - **APPROVED.**

25/0376/HOUS – 16 Conway Drive - erection of single storey side extension and alterations to dwelling – **APPROVED.**

25/0404/HOUS – 72 Constance Avenue – erection of two storey side extension and single storey rear extension – **APPROVED.**

The meeting closed at 8.34pm.

Actions from this meeting:

Item no	Action	Allocated to	Date to be completed by
01-25.10	Events Working Group – next meeting to be organised.	AC, TO, MR, SS & Clerk	asap
01-25.12	Purchase of Fathom Analytics – to be reviewed next financial year.	Clerk	31/03/2026
01-25.13	Bus Shelter on Malton Road: Clerk of E&O to be informed of C&P's discussion; and research to be undertaken into	Clerk	31/07/2025

	converting the bus shelter into a book exchange and information point about North Hykeham history.		
01-25.14	Noticeboard at Co-op at Village Green shops – new board to be ordered.	Clerk	31/07/2025
01-25.15	Research cost of Christmas lights at the Village Green; and request local garden centre to donate Christmas to the Council.	Clerk	31/07/2025
01-25.16	Request from a resident for the installation of a pedestrian crossing on Station Road – letter to be written to LCC Cllr Alan Woodruff, informing him of the Council's support for a crossing; and resident to be informed of action.	Clerk	31/07/2025
01-25.17	Hykeham in Bloom planters – to request E&O Committee to plan for future replacement of planters.	Clerk	31/07/2025
01-25.18	5 year Development Plan – Community Event, Spring 2027, to be added to Plan.	Clerk	31/07/2025
01-25.19	Planning Responses to NKDC	Clerk	19/06/2025