



North Hykeham Town Council

Minutes of the Community & Planning Committee meeting 01/26
held on Thursday 4th June 2026 at 7pm

Councillors Present: A Cruickshanks (Chair), M Lofts, D Lovejoy, D Rawson, E Smith, H Stewart, R Sylvester, P Wray

Non-Councillors Present: M Reynolds (Hykeham-in-Bloom)

In Attendance: E Whittle (Assistant Clerk)
M Parker (Town Clerk)

01-26.1 Election of the Chair and Vice-Chair for the Community & Planning Committee 2026-2027
The Committee considered the appointment of a Chair and Vice Chair for the Community and Planning Committee for the 2026/27 municipal year. Nominations were requested for the position of Chair.

It was **RESOLVED** that Cllr Cruickshanks be appointed Chair of the Community and Planning Committee for the 2026/27 municipal year.

Cllr Cruickshanks then requested for the position of Vice Chair.

It was **RESOLVED** that Cllr Wray be appointed Vice Chair of the Community and Planning Committee for the 2026/27 municipal year.

01-26.2 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.
Apologies for absence were received from Cllrs T Ogden, S Sampson, K Sampson

It was **RESOLVED** to accept the Apologies for Absence and Reasons given for Cllrs Ogden, K Sampson and S Sampson.

It was noted that apologies were also received from non-Cllr member S Reid (SRPA).

01-26.3 Receipt of any Declaration of Members' Interest under the Localism Act 2011.
No declarations of interest were received.

01-26.4 Minutes of the Community and Planning (CP) Committee held on Thursday, 2nd April 2026.
It was **RESOLVED** to accept the draft minutes of the meeting held on 2nd April 2026 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

01-26.5 Chair's Items

The Chair expressed his thanks to Members for nominating him to attend the Royal Garden Party and advised that he and his wife had greatly enjoyed the occasion.

The Chair also shared recent library performance statistics, which demonstrated increases across all reported measures. He noted the continued success of the Library and Community Hub and thanked the volunteers whose ongoing commitment and support contribute significantly to its success.

01-26.6 Correspondence and Clerk’s Items

The Deputy Clerk presented the following items for Members to note:

- Changes to the process for Conservation Area Tree Notifications.
- A resident enquiry regarding the introduction of ‘Happy to Chat’ benches.
Cllr Rawson expressed support for the proposal and agreed that it was a positive initiative. It was suggested that the matter be included as a dedicated agenda item at a future meeting to allow further discussion and consideration of potential locations and feasibility.
- Biodiversity Net Gain requirements associated with the Hykeham Community Hub development project.
- Street Naming and Numbering correspondence relating to 32A Station Road, North Hykeham.
- Planned culvert extension works and associated road closure on Meadow Lane.
- The Central Lincolnshire Local Validation Lists consultation.
- Correspondence from the Twinning Association regarding the forthcoming twinning anniversary.
- The launch and ongoing promotion of the North Hykeham Trail.
- Progress on the Armed Forces Covenant Hub and Spoke model and forthcoming Councillor Clinics.
- Community Grants administration and forthcoming grant applications.
- Progress on the Christmas Lighting project.
- Summer Sunday events arrangements, including changes to the July entertainment programme.
- Community engagement initiatives being undertaken by Sir Robert Pattinson Academy and opportunities for collaboration with the Town Council.

Item no	Action	Updates
06-25.5	Invite the amateur radio resident to attend a future Events Working Group meeting	Awaiting confirmation on dates for a meeting for Cllr Cruikshanks and Deputy Clerk
06-25.5	Liaise with Sir Robert Pattinson Academy to gather information on youth group provision and feedback to the Committee.	Completed and updated North Kesteven
06-25.9	Councillors interested in representing Hykeham in Bloom to notify the Assistant Clerk.	Ongoing – No interest to date
06-25.10	Attend the next available Community Emergency Planning training session	Ongoing – still awaiting a date
06-25.11	Formally notify Thorpe on the Hill Preschool of the grant refusal, including reasons and signposting to Thorpe on the Hill Parish Council.	Completed
06-25.11	Formally notify North Hykeham District Girl Guiding of the grant refusal and advise that a revised application may be submitted in line with the Grants Policy.	Completed
06-25.11	Arrange payment for The Joy Foundation grant.	Ongoing – awaiting payment details
06.25-12	Undertake a quality assurance walk of the Hykeham Trail	Completed
06-25.12	Publish the Hykeham Trail on the Council website and promote via social media and North Kesteven District Council once finalised.	Completed

06-25.12	Progress the Fizzco Christmas Lighting proposals to the Finance & Policy Committee for consideration.	Awaiting final details from Taylor Lindsay
06-25.16	Progress arrangements for Summer Sunday events	Ongoing – all essential services have been secured
06-25.22	Confirm updated band booking and arrange payment at the agreed rate of £300.	Completed

01-26.7 Receive the Community & Planning Committee’s Income & Expenditure report to 28th May 2026

The Committee received the Community and Planning Committee’s Income and Expenditure Report for the period up to 28 May 2026.

Members reviewed the report and noted the current financial position.

01-26.8 To consider the options and process for a public consultation on a new skatepark

The Committee considered options for undertaking public consultation in relation to the proposed skate park and community hub projects.

Members were advised that external communication and consultation support is available from organisations including Breakthrough Communications, Wheelscape and Activity First, with some providers also offering support in preparing funding bids.

The Committee noted that, following a resolution at a previous Estates and Operations Meeting 03-25.13, the Deputy Clerk had been authorised to begin the tendering process. Whilst the six-month period for action lapsed on 9 April 2026, work had commenced prior to this and is therefore ongoing.

It was highlighted that a robust and well-evidenced consultation process is essential to support funding applications, audit requirements, and to ensure balanced engagement, including with residents who may not support the proposals.

Members were advised that the matter has been referred to the Community and Planning Committee to consider whether the consultation could be delivered in-house. However, it was noted that the Deputy Clerk does not have the capacity or specialist experience required to confidently deliver a comprehensive consultation within the necessary timeframe.

The Committee considered a proposal from Breakthrough Communications, who have provided a range of community survey packages. It was noted that the enhanced mid-tier survey package has been recommended as the most suitable option for the Council’s needs. Members further noted that a 20% discount is available through the Council’s subscription to the Council Hive service.

The Committee discussed the potential benefits of appointing an external provider to undertake the consultation, including increased reach, professional delivery, and support with maximising community engagement.

It was **RESOLVED** to appoint Breakthrough Communications to deliver the consultation, utilising the enhanced survey package.

The Chair asked whether Members would be willing to form a Skate Park Working Group to help progress the project between Committee meetings and maintain momentum on consultation, funding and project development.

Following discussion, Cllrs Lovejoy, Lofts and Smith volunteered to join the Working Group, alongside Cllr Cruickshanks as Chair.

It was agreed that the Working Group would support the ongoing development of the project and bring recommendations back to the Committee where required.

01-26.9 To discuss community issues raised by organisations represented by the Members of the Community & Planning Committee.

No updates were received

01-26.10 Hykeham in Bloom – Plans for 2026/2027

The Committee received an update from Mark Reynolds regarding Hykeham in Bloom and the planting plans for 2026.

Members were advised on the progress of planting, including which planters have already been completed and those scheduled for planting in June.

The need to replace several existing planters was also highlighted and the Clerk reminded Members that a replacement programme was starting this financial year.

The Chair highlighted concerns regarding the current number of volunteers supporting Hykeham in Bloom. Following discussion, it was agreed that Hykeham in Bloom would be promoted within a future edition of the Gazette to help raise awareness, encourage community involvement and recruit additional volunteers.

It was **RESOLVED** to review the planter replacement programme, identify priority planters for replacement and determine which planters may be constructed by the Services Team.

01-26.11 Review of Town Council Noticeboards and devise a replacement programme, as appropriate

The Committee considered the current condition and effectiveness of Town Council noticeboards located throughout North Hykeham. Members were advised that a few noticeboards have been identified as requiring repair, refurbishment or full replacement, with some issues having remained outstanding for a considerable period of time.

The Committee noted that an assessment document has been prepared containing observations and maintenance notes from the Administrative Assistant, who regularly attends the sites to update notices and advertisements and is therefore able to provide practical feedback on the condition, accessibility and usability of each location.

Members discussed the importance of ensuring that noticeboards remain presentable, functional and accessible as a key method of communicating information and promoting Council activity within the community.

It was noted that budget provision is available and that Members may wish to consider progressing improvement or replacement works where appropriate.

Following discussion, it was agreed that Cllr Wray and the Administrative Assistant, Helen, would undertake a site inspection to assess the condition of the assets and determine the extent of any repairs required.

Members further agreed that consideration should be given to whether the identified works could be undertaken by the Council's Services Team.

A report on the findings and any recommendations will be brought back to the next meeting for further consideration.

01-26.12 CCTV in public spaces – Cllr Lofts

The Committee received an update regarding potential CCTV provision at St Aidan's and The Forum.

Members were advised that Cllr Matt Lofts had recently met with the Director of Place at North Kesteven District Council and, following a walk around North Hykeham, discussions had taken place regarding the possible introduction of CCTV coverage within these locations.

It was noted that the potential use of CCTV at these sites had previously been discussed by the Estates and Operations Committee and subsequently referred to the Community and Planning Committee for further consideration.

Members discussed the potential benefits of CCTV provision, including improving community safety, supporting the reduction of anti-social behaviour and assisting with the monitoring and protection of public spaces.

Cllr Lofts offered to introduce the Clerk to enable further discussions into the feasibility, potential costs and partnership opportunities relating to CCTV provision at St Aidan's and The Forum, with further information to be brought back to a future meeting for consideration.

01-26.13 Consideration of Grant Applications received

The Committee considered a grant application received since the previous meeting from Music for Memory, requesting £500 towards the purchase of a laptop.

It was **RESOLVED** to approve the grant application for £500.

01-26.14 Review of the Community Grants Policy and Application Form.

Members reviewed the current Grants Policy and application form. The Committee discussed the current grants policy and application form to ensure they remain fit for purpose and continue to meet the Council's criteria and expectations.

During discussion, it was suggested that grant applicants be invited to attend a C&P Committee meeting at which their application would be considered. This would provide Members with an opportunity to seek clarification on any aspects of the application and assist with the decision-making process.

The Chair suggested that key sections of the Grants Policy could be highlighted using bold text to improve clarity for applicants. Members agreed that no changes to the wording of the policy were currently required.

01-26.15 North Hykeham Trail - Councillor Walk and 'AllTrails' Considerations

Members discussed arrangements for a councillor-led walk of the North Hykeham Trail. It was agreed that the walk should take place on 27th June 2026 and would provide an opportunity for councillors to come together in a more informal setting, encourage engagement amongst Members, and share ideas whilst experiencing the Trail firsthand.

Members also discussed the possibility of promoting the Trail through the AllTrails platform. It was agreed that the invitation from Gina Johnson-Hirt to add the Hykeham Trail under the existing arrangement with North Kesteven District Council be accepted and progressed.

01-26.16 Town Council Events planning – Events Working Group updates

Members discussed arrangements for the forthcoming Summer Sunday events and Christmas Fayre.

It was agreed that the Deputy Clerk would prepare a timetable for each Summer Sunday event and the Christmas Fayre to allow councillors to allocate volunteer time throughout the events. Members also agreed that a councillor should formally welcome attendees at the beginning of each Summer Sunday event to introduce the performers and entertainment.

Mark Reynolds agreed to liaise with the Deputy Clerk regarding vintage vehicle groups that have attended previous events and which may be suitable for future participation.

It was **RESOLVED** to move into closed session to discuss commercially sensitive financial matters relating to event entertainment and supplier quotations.

During the Closed Session, Members considered the withdrawal of 'Three From Five' from the July Summer Sunday event and the proposal for Disco Inferno to step in as a replacement act.

It was **RESOLVED** to approve the additional expenditure required for Disco Inferno to perform at the July Summer Sunday event.

*20:57, it was **RESOLVED** to extend the meeting by 15 minutes.*

Members considered proposals for Christmas Fayre entertainment following survey feedback indicating a desire for increased Christmas-themed and family-focused activities.

It was **RESOLVED** to accept the mid-range package submitted by The Fun Experts and to include real reindeer as part of the Christmas Fayre entertainment offering.

It was **RESOLVED** to return to Open Session.

01-26.17 North Hykeham, Inns Close - Proposed Waiting and Loading Restrictions - RH/506

Members had received correspondence from Rachael Hayward at Lincolnshire County Council dated 13 May 2026 requesting confirmation as to whether the Town Council's objection to the proposed loading restrictions remains in place.

It was noted that Cllr Woodruff remains of the view that the North Hykeham Town Councils objection still stood on the grounds that the proposed restrictions may negatively impact parents and school-related access arrangements within the affected area.

Members further noted that Lincolnshire County Council have advised that they have not received any direct objections from parents, despite information having been circulated through the school, nor from residents within the affected area.

The Committee discussed the matter further and considered whether the Council's objection should remain in place.

It was **RESOLVED** that the Town Council's objection to the proposed loading restrictions should remain in place due to concerns regarding the potential impact on parents and school-related access arrangements.

01-26.18 Development of C&P committee's 5-Year Plan

The Committee considered the development of the Community and Planning Committee Five-Year Plan.

Members were advised that, following feedback from the Council's auditor, future versions of the Plan will need to provide a greater level of detail and clarity.

It was noted that moving forward, projects and objectives within the Plan should clearly identify the purpose, rationale, delivery method, responsible parties, proposed locations, anticipated timescales and intended outcomes, ensuring that the "who, what, where, when, why and how" of each proposal can be clearly understood and evidenced.

The Committee discussed the importance of producing a more robust and detailed working document to support future planning, project delivery, audit requirements and continuity.

The Committee noted the update and agreed that future revisions of the Five-Year Plan should include greater detail.

01-26.19 Planning Applications

26/0621/HOUS-Erection of a single storey rear extension -5 Pendine Crescent North Hykeham Lincoln Lincolnshire LN6 8UW

Following discussion, no objections were raised and it was agreed that this be submitted as the Town Council's response to the Local Planning Authority.

01-26.20 Decisions Received

The following received planning decisions were noted:

26/0175/HOUS|Demolition of existing rear extension and conservatory and front porch. Erection of new front extension and side and rear extension. Erection of detached double garage with store above APPROVED

26/0250/HOUS|Demolition of existing conservatory and detached garage and erection of rear extension and new detached garage, along with alterations to existing dwelling APPROVED

26/0258/HOUS|Erection of two storey side extension APPROVED

26/0135/HOUS|Remove existing garage & bay window and replace with front and rear single storey extensions, new boundary wall and gates. APPROVED

26/0154/HOUS|Porch to front of house APPROVED

26/0318/TPO|T1-oak, crown thin by 10% with finished cuts not being any more than 20mm in diameter and to remove the dead wood. TPO WORKS APPROVED

26/0278/HOUS|Proposed two storey side extension and single storey rear extension APPROVED

26/0342/HOUS|Proposed two storey side extension and alterations to property (including external render) APPROVED

26/0339/HOUS|Single storey rear extension APPROVED

26/0164/TPO|T1 - Oak tree, reduce the lateral branches on the North side of the canopy by at least two meters back to a suitable growth point. TPO WORKS APPROVED

26/0181/TPO|T5 - Oak - lifting and reduction of lower canopy back towards boundary line by no more than 1.5m TPO WORKS APPROVED

26/0065/HOUS|Proposed single storey rear extension. APPROVED

26/0268/TPO|T1 - Oak - Approx height 12-15m and approx. spread of 6-10m - Reduce entire canopy by up to 1.5m all way round (as depicted by red line in picture), crown raise up to 5.8m

from ground removing small shoots of growth from bottom of canopy, thin canopy by 5%. TPO MODIFIED APPROVED

26/0257/TPO | Tree details: Reduce crown height by approximately 2 metre on both trees. Reduce lateral spread by 1.5 metres on the eastern and southern sides. Reduce overall crown spread by 2 metres to maintain clearance from property - branches touching property behind. Crown lift to 4 metres above ground level by removing lower secondary branches. Branches causing disruption and damage to fencing. TPO MODIFIED APPROVAL

25/1597/FUL | Installation of a modular self-service launderette facility and associated works (retrospective) APPROVED

26/0028/OUT | Outline planning for erection of a dwelling with all matters reserved APPROVED

26/0340/VARCON | Application to vary conditions 8 (energy statement), 9 (verification statement) and 12 (approved plans) attached to 24/0664/FUL - Erection of two semi-detached dwellings (C3 Use) and associated landscaping. APPROVED

26/0387/HOUS | Remove existing leylandii hedge and erection of 2m fence APPROVED

26/0435/HOUS | Proposed single storey rear extension APPROVED

26/0354/TPO | T1 Oak - Adjacent rear garden, east boundary. Reduce same bough (from 25/0761/TPO application) by 2m. TPO MODIFIED APPROVAL

The meeting closed at 9:23pm.

Actions from this meeting:

Item no	Action	Allocated to	Date to be completed by
01-26.8	Appoint Breakthrough Communications to deliver the skate park and community hub consultation using the Enhanced Survey Package.	Deputy Clerk	ASAP
01-26.10	Arrange a meeting with John, Helen and Emma to review the planter replacement programme, identify priority replacements and determine which planters can be constructed by the Services Team.	Deputy Clerk	Before the next C&P committee meeting
01.26.12	Introduce the Deputy Clerk to the Director of Place at North Kesteven District Council to facilitate discussions regarding the feasibility, costs and partnership opportunities associated with CCTV provision in North Hykeham.	Cllr Lofts	ASAP
01-26.13	Inform Music for Memory of the Council's decision to approve its grant application.	Deputy Clerk	End of June 2026
01-26.13	Process payment of the approved grant to Music for Memory.	Deputy Clerk	ASAP
01.26.14	Review the Grants Policy and application form and submit any suggested amendments for consideration.	All Members	Before the next C&P committee meeting
01-26.14	Refer any proposed amendments to the Grants Policy and application form to the Finance and Policy Committee for further consideration.	Deputy Clerk	Before the next C&P committee meeting
01-26.16	Inform The Fun Experts and Woodbine Reindeer of the Council's acceptance of their proposals and progress bookings for the Christmas Fair 2026.	Deputy Clerk	ASAP