



# North Hykeham Town Council

Minutes of the Community & Planning Committee meeting 02/25  
held on Thursday 7<sup>th</sup> August 2025 at 7pm

**Councillors Present:** A Cruickshanks (Chair), M Bennie, R Johnston, A Marshall, T Ogden,  
D Rawson, K Sampson, S Sampson and P Wray

**Non-Councillors Present:** Mr M Biddulph and Mr M Reynolds

**In Attendance:** Mrs L Appleyard, Assistant Clerk  
Mr P Drury, Lincolnshire Armed Forces Community Covenant Officer

**02-25.1 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 K Harrison and M Lofts. Apologies were noted from non-councillor member Mr A Phillipson.

**02-25.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011.**

There were no Declarations of Members' Interest.

**02-25.3 To receive a presentation about the Armed Forces Covenant from Mr Paul Drury, Lincolnshire Armed Forces Community Covenant Officer.**

Mr P Drury was welcomed to the meeting of the C&P Committee. Mr Drury explained that the Armed Forces Covenant is a promise to ensure that those who serve or have served in the Armed Forces, and their families, are treated fairly and not disadvantaged due to their service. Mr Drury's role is to engage with organisations and communities in Lincolnshire to promote the Covenant. The "Armed Forces Community Directory" had been produced with input from service families and veterans associations and lists a wide range of national, regional and local organisations providing support and advice to the Lincolnshire Armed Forces Community.

Mr Drury said that North Kesteven has the second highest number of veterans/ex-forces in UK; it is estimated that 10% of the population in North Hykeham is ex-forces. Additionally, there is a high percentage of North Hykeham residents who are serving forces personnel.

Mr Drury reported that Mablethorpe and Sutton Town Council had signed up to the Covenant. The council was the first town/parish council in Lincolnshire to join the Covenant and was being used to test whether councils at this level could be used to open up new pathways of communication to residents. It is hoped that other councils will join in the programme from next year. Eight town councillors at Mablethorpe and Sutton Town Council had received training to assist and guide people, rather than signposting.

Cllr Cruickshanks thanked Mr Drury for attending the meeting and for giving his very interesting presentation.

**02-25.4 Notes of the Community and Planning Committee meeting held on 5<sup>th</sup> June 2025 be approved as Minutes.**

It was **RESOLVED** to accept the notes of the meeting held on 5<sup>th</sup> June 2025 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

## 02-25.5 Chair's Items.

The Chair had no items to report.

## 02-25.6 Correspondence and Clerk's Items.

The Clerk reported that the following item of correspondence had been received:

- Letter from NKDC Planning, re: Planning Appeal – 25/0213/HOUS – 510 Newark Road – formation of roof terrace to rear over existing single storey element (approved under application 22/0040/HOUS). The application had been refused by NKDC and was being appealed by the applicant.

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

**25/0644/PNH** – 27 Spennymoor Close, LN6 9TE – single storey rear extension 4.50m in length from the original wall, eaves height of 2.61m and maximum height of 3.42m.

Comment: no objection or comments.

**25/0522/RESM** – Teal Park II Whisby Road – 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 – amended plans/additional information.

Comment: no objection or comments.

**25/0664/HOUS** – 55 Newark Road, LN6 8RA – proposed rear extension to existing bungalow and erection of new garage to rear with alterations to existing footpath and kerb.

Comment: no objection or comments.

**25/0700/HOUS** – 1 Sedgemoor Close, LN6 9PL – erection of 1.5 storey side extension.

Comment: no objection or comments.

**25/0757/FUL** – 23A Freeman Road – proposed extension to commercial premises.

Comment: no objection to the application, notwithstanding the concern of the Upper Witham Drainage Board.

**25/0897/HOUS** – 78 Lincoln Road, LN6 8EG – erection of a first floor extension to create a two storey dwelling with two storey rear extension.

Comment: objects to this application based on concerns about privacy raised by residents of neighbouring properties.

**25/0838/TPO** – 11 Primrose Close, LN6 9UN – T1 Poplar – remove limb overhanging rear garden of Primrose Close to the last bundle of growth leaving approx. 6ft long section from the main stem.

Comment: no objection.

Update on actions from last Community and Planning Committee Meeting:

Item no	Action	Update
01-25.10	Events Working Group – next meeting to be organised.	Meeting held, 09/07/2025.
01-25.12	Purchase of Fathom Analytics – to be reviewed next financial year.	To Town Clerk – for discussion by F&P, 19/06/2025.
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 converting the bus shelter into a book exchange and information point about North Hykeham history.	To Deputy Clerk & Town Clerk – for discussion by E&O, 12/06/2025 and 14/08/2025.

01-25.14	Noticeboard at Co-op at Village Green shops – new board to be ordered.	Ordered and received. Awaiting installation by Services Team.
01-25.15	Research cost of Christmas lights for trees at the Village Green; and request local garden centre to donate Christmas to the Council.	Letter sent to manager at garden centre – no response received. Lights for trees at the Village Green. Estimate – 1 x tree: equipment £3,700, installation for 4 trees - £20k-£30k. Installation would be complex and involve a mobile elevating work platform. An alternative suggested by the Town Clerk – is for lamppost motifs.
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.	Letter sent to LCC Cllr Woodruff. Acknowledgement sent to Town Clerk.
01-25.17	Hykeham in Bloom planters – to request E&O Committee to plan for future replacement of planters.	Town Clerk – for discussion by E&O, 14/08/2025.
01-25.18	5 year Development Plan – Community Event, Spring 2027, to be added to Plan.	Meeting held with Town Clerk on 26/06/2025 to discuss revisions to be made.
01-25.19	Planning Responses to NKDC	Sent

**02-25.7 Receive the Community and Planning Committee's latest income and expenditure report.**  
The latest I&E report (to 01/08/2025) was noted.

**02-25.8 To discuss community issues raised by organisations represented within the Community & Planning Committee.**

**Scouts** – Cllr K Sampson reported that the Apex Lake was still for sale. The potential sale was a concern for the Scouts group who could be left with nowhere to meet if the lake's new owners did not support them using the lake. Other members of the Committee also raised that the potential sale of the lake could have a negative impact on Hykeham Sailing Club.

**Hykeham Rugby** – Cllr Wray reported that the Rugby Club had recently held their 60<sup>th</sup> Anniversary dinner. The Club were to hold an open day at Ruston Sports on 17<sup>th</sup> August to showcase the club and to encourage new memberships.

**Hykeham in Bloom** – Mr Reynolds reported that the planters had been doing very well, particularly those on Station Road and at Newark Road crossroads. The Bloom team would be reviewing the planting of perennials, once the summer was over. Mr Reynolds had recently noticed a problem with the town sign near Cornflower Way, which he had reported to the Services Team Manager.

**North Hykeham Library** – Cllr Cruickshanks reported that footfall at the library and new library memberships continue to increase. The library's activity groups (knitting, mah jong, etc) were being well supported.

**PFA/Memorial Hall** - Cllr Cruickshanks reported that the recent Hykeham Music Day and Inflatable Park events at the Memorial Hall had been well attended.

**02-25.9 2025 Events Planning, including updates from the Events Working Group.**

**i) Summer Sundays**

Mr Reynolds said that it had been very disappointing to have to cancel the July Summer Sunday due to wet weather. He reported that posters were up around the town for the August Summer Sunday, taking place on 17th August. There would be performances by two local bands, "Spot On" and "Punch the Monkey" as well as a display of classic cars.

**ii) Christmas Fayre, Saturday 29<sup>th</sup> November, 11am-3pm**

The Clerk reported that Sir Robert Pattinson Academy (SRPA) had requested a stall at the Christmas Fayre to sell goods made by pupils, in aid of charity. The Committee discussed whether the fee for the stall should be waived, in recognition of the support the school gives to the Council, particularly in their assistance with providing a venue for the Annual Town Meeting.

It was **RESOLVED** that the stall fee for the booking from Sir Robert Pattinson Academy be waived.

The Clerk reported that entertainment had been booked for the Christmas Fayre – ice rink, Santa's Grotto and Rhubarb Theatre (street entertainment) but that the rodeo bull hadn't been booked. The supplier of the rodeo bull had hoped to be able to offer a rodeo reindeer this year, but that was proving problematic. The Committee discussed whether the rodeo bull should be booked if the reindeer was unavailable.

It was **RESOLVED** that a rodeo bull, or similar entertainment, be booked for the Christmas Fayre.

**iii) Annual Town Meeting (ATM), 9<sup>th</sup> April 2026**

The Clerk reported that she had received verbal agreement from the Headteacher at SRPA that the council could hold the ATM at the school. Cllr Cruickshanks said that various discussions had been held since the ATM and it had been agreed that the event was a success.

It was **RESOLVED** that the ATM event on 9<sup>th</sup> April 2026 should be of a similar format to the 2025 event: presentation of the Mayor's Award and five Community Awards; a special, invited guest; a community groups fair; be held at SRPA; and that the detail of the event be worked upon by the Events Working Group.

**iv) Future events**

Cllr Cruickshanks gave an update on discussion held by the Events Working Group about future events. It had previously been suggested that a running event be organised, but it had been felt that there was already plenty of provision for running in North Hykeham.

The Group had discussed whether the North Hykeham Heritage Trail, developed as part of the "Ridges & Furrows" project completed in 2017 by the NK Arts Partnership, could be brought up-to-date and revitalised. The trail gave information about a walking route around North Hykeham, with mention given to points of interest, such as the arches on Mill Lane and the Millennium Green. No information boards had been included in the trail, so it was difficult for residents to know about the project. The Group had agreed that if the trail was revised – then information boards would be needed. Mr Reynolds said that there had been plans previously to have an information board at Bakewell Mews about the NAAFI that used to be there, but unfortunately it hadn't happened. It was agreed that a walk, advising of two or three routes around the town, with information boards at certain points along the trail could provide residents with an enhanced sense of community and knowledge about their local area. Cllr Cruickshanks reported that the Working Group intended to continue to discuss this project.

**02-25.10 To receive an update about the Community Emergency Plan – Cllr Bennie.**

Cllr Bennie reported that the Community Emergency Plan, whilst not completely finished, was now an emergency plan recognised by the Lincolnshire Resilience Forum (LRF). The next step was for the LRF to hold a desktop exercise to see how the plan worked. This could be held in September. Thanks were given to Cllr Bennie for putting the Plan together.

Cllr Cruickshanks said that some of the information should be de-personalised before the document is published on websites, including the telephone numbers of the councillors who have volunteered to be emergency contacts. Cllr Bennie said that this could be raised when the desktop exercise takes place.

**02-25.11 Review and Development of the C&P Committee's 5-year Plan.**

The Committee reviewed the 5-year Plan. Councillors discussed that most amounts would be similar to 2025/2026; that the sculpture trail/development of Hykeham Trail be turned into a current project for 2026/2027, with a small budget allocated.

**02-25.12 To consider a request from the North Hykeham Town Twinning Association for funds to assist with the cost of the Denzlingen exchange visit to North Hykeham in September 2025.**

The Committee considered the request from North Hykeham Town Twinning Association (NHTTA) for funds to assist with a welcome reception and a variety of trips being held as part of the Denzlingen exchange visit to North Hykeham in early September 2025. Some funds had been assigned in this year's budget for expenses connected with the visit, as well as some unused funds set aside from last year's budget. After discussion,

it was **RESOLVED** that the C&P Committee recommend to the F&P Committee that funds are released to the NHTTA to assist with the cost of the exchange visit.

**02-25.13 To consider questions and/or topics of discussion for any submissions to the Lincolnshire Police Parish Council in advance of the next scheduled briefing session (online briefing on 16<sup>th</sup> September 2025).**

The Committee briefly discussed the forthcoming briefing session, and thanked Cllr Wray for volunteering to attend the online event. Cllr Cruickshanks asked members of the Committee to send their questions to the Clerk, as soon as possible.

**02-25.14 To consider the introduction of a new Community Award.**

Cllr Cruickshanks reported that it had been suggested that a new community award be introduced, to reflect Wallace Lee's long service to the Council, which could include input from Mr Lee and his family about the selection of the recipient.

Cllr Cruickshanks said that he was aware of another award – the Sydney Roe Perpetual Memorial Award – that had been presented to members of the community, up to 2001. It was unknown why this award was no longer presented. He raised the issue of whether the Council should be introducing a new award when there is an award that is not being used.

Cllr Johnston said that when the current five community awards were being planned – ten award categories had been identified. He suggested that this list be looked at again to see if one of those awards that had been decided against could be used for a new award.

The Committee considered whether existing awards could be given a name, rather than introducing another award.

It was **RESOLVED** that the matter be discussed at the next Events Working Group, as part of the ATM agenda item.

**02-25.15 To agree the purchase of Christmas Trees.**

The Clerk reported that an order would need to be placed soon for Christmas Trees, if the Committee wished to have trees at the Village Green and Spar shop (Newark Road), as previously.

It was **RESOLVED** that Christmas trees should be ordered for 2025, as previously.

Mr M Reynolds, Mr M Biddulph and Cllr Johnston left the meeting at 8.54pm.

*9pm - It was **RESOLVED** to extend the meeting by 10 minutes*

**02-25.16 To consider the following:**

**Planning Applications**

**25/0840/HOUS** – 1A St Mary's Road, LN6 8QP – erection of railings to front of property.

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

**25/0735/HOUS** – 62A Mill Lane, LN6 9PD – erection of first floor extension above existing double garage and 2 storey extension to rear elevation with installation of solar panels.

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

**25/0826/HOUS** – 15 Dorchester Way, LN6 9HH – install two dormers to the front elevation to facilitate conversion of loft space to bedroom.

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

**25/0877/HOUS** – 40 Richmond Drive, LN6 8QY – erection of single storey rear extension and internal alterations.

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

**25/0843/HOUS** – 24 Chapel Lane, LN6 9QZ – proposed two storey rear extension to dwelling and detached two storey double garage/games room.

It was **RESOLVED** that the Committee objects to this application, cognisant of comments made by neighbour whose property will be overlooked and light reduced by this extension.

**25/0788/TPO** – 106 Mill Lane, LN6 9PE – T1 & T2 – oak – raise crown to 5.5m AGL and reduce radially by approx. 2.5m. Thin crown by 25/30% and deadwood.

It was **RESOLVED** that the Committee had no objection to this application and requested that the work be undertaken by a suitably qualified tree surgeon.

**25/0880/TPO** – 48 Jaguar Drive, LN6 9SE – T1 – Oak - monolith due to catastrophic failure of large lateral limb.

It was **RESOLVED** that the Committee had no objection to this application and requested that the work be undertaken by a suitably qualified tree surgeon.

**25/0909/TPO** – 33 Vespasian Way, LN6 9ZZ – T18 – crown lift to 5.2m over highway/ driveway/ parking/ garden; T21 – crown lift to 5.2m over highway/ driveway/ parking/ garden; T22 - crown lift to 5.2m over highway/ driveway/ parking/ garden; T24 - crown lift to 5.2m over highway/ driveway/ parking/ garden; T25 - crown lift to 5.2m over highway/ driveway/ parking/ garden; T26 - crown lift to 5.2m over highway/ driveway/ parking/ garden; T28 crown lift to 5.2m over highway/ driveway/ parking/ garden; T30 - crown lift to 5.2m over highway/ driveway/ parking/ garden.

It was **RESOLVED** that the Committee objects to this application. Although the Committee understands that work is required, they object to the decimation of these trees.

**LCC – PL/0056/25** – landfill site, Whisby Road - development for a new welfare cabin (retrospective).

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

#### **02-25.17 Decisions Received.**

**25/0490/HOUS** – 3 Lincoln Road - single storey front and rear extension and alterations to dwelling – **APPROVED.**

**25/0494/HOUS** – 5 Cheviot Close – conversion of detached garage loft space into a bedroom, including the formation of a flat roof rear dormer and 2no. front dormers – **APPROVED.**

**25/0022/OUT** – land at 296 Newark Road – outline application for the erection of 1no dwelling with means of access to be considered – **APPROVED.**

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

**25/0444/HOUS** - 99 Station Road - proposed new roof to bungalow to create first floor accommodation – **APPROVED.**

**25/0586/HOUS** – 8 Cromer Close – proposed conservatory – **APPROVED.**

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

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

**25/0052/HOUS** – 294 Newark Road – demolition of existing garage & conservatory and erection of two storey side extension and single storey rear extension – **APPROVED.**

**24/1145/OUT** – 32 Station Road – outline application (with only access to be considered) for new 1½ storey custom self-build dwelling – **APPROVED.**

**25/0212/FUL** – land off Paving Way – erection of 4no light industrial units – **APPROVED.**

**25/0597/HOUS** – 48 Post Mill Close – garage extension – **APPROVED.**

**25/0700/HOUS** - 1 Sedgemoor Close – erection of 1.5 storey side extension – **APPROVED.**

The meeting closed at 9.09pm.

**Actions from this meeting:**

Item no	Action	Allocated to	Date to be completed by
02-25.9	Christmas Fayre – stall fee from SRPA to be waived.	Assistant Clerk	01/10/2025
	Christmas Fayre – rodeo bull or similar entertainment to be booked.	Assistant Clerk	Asap
	ATM – detail to be discussed at the Events Working Group.	Events Working Group	03/09/2025
02-25.12	Recommendation be made to F&P to release funds to NHTTA to assist with cost of exchange visit.	Town Clerk – for F&P agenda.	21/08/2025
02-25.14	Introduction of new community award – to be discussed at Events Working Group.	Events Working Group	03/09/2025
02-25.15	Christmas trees to be purchased for 2025, as previously, for Village Green and Spar shop (Newark Road).	Assistant Clerk	asap
02-25.16	Planning Applications comments to NKDC	Assistant Clerk	completed