# North Hykeham Town Council

Minutes of the Community and Planning Committee meeting held on Thursday 6th August 2026 at 7pm

**Councillors Present:** A Cruickshanks (Chair), P.Wray, D Lovejoy, H Stewart, R Sylvester, T Ogden

**Non-Councillors Present:** M Reynolds (Hykeham-in-Bloom), Malcolm Biddulph (Hykeham Lions)

**In Attendance:** E Whittle (Deputy Clerk)
M Parker (Town Clerk)

**02-26.1** **Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.**
K. Sampson, M Lofts, E.Smith

**02-26.2** **Receipt of any Declaration of Members' Interest under the Localism Act 2011.**
No declarations of interest were received.

**02-26.3** **Minutes of the Community and Planning (CP) Committee held on Thursday, 4th June 2026.**
It was **RESOLVED** to accept the draft minutes of the meeting held on 4th June 2026 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

**02-26.13** **Consider the Grant Applications received**
It was **RESOLVED** that Agenda Item 13 be brought forward and considered between items 3 and 4.

Members considered the grant application received from Hykeham Tigers. It was noted that the original application had lacked sufficient detail; however, following contact from the Deputy Clerk, supplementary information and supporting evidence had been provided.

Following consideration of the additional information, it was **RESOLVED** to approve the grant application from Hykeham Tigers.

**02-26.4** **Chair's Items**
The Chair thanked all those who attended and supported the July Summer Sunday event, including councillors, Staff and the Services Team.

Cllrs were advised that an event feedback meeting had taken place earlier that day and that feedback received from residents had been positive.

The Chair also expressed particular thanks to the Services Team for their work following recent incidents of anti-social behaviour on the Village Green and for assisting with the subsequent clean-up and recovery of the area.

**02-26.5** **Correspondence and Clerk's Items**

- **Armed Forces Covenant:** Several Hub & Spoke councils have confirmed participation, with responses awaited from others. Volunteers are required for the 22nd September AFC training, including a councillor to present the Town Council Experience and participate in the Q&A.
- **Councillor Clinic:** The next clinic will take place at Summer Sunday on 16th August**, 2:30pm–4:30pm**. Volunteers are required to support Cllr Roe.

- **Christmas Lighting:** Fizzco has provided the revised proposal covering the Village Green and Forum. The agreement and deposit are due by the end of August, with a site/electrical meeting to be arranged and installation dates confirmed in September.
- **Age-Friendly Town:** LALC has circulated the Age-friendly Town and Parish Guide. Members may wish to consider this as a future agenda item and explore opportunities for North Hykeham.
- **Taylor's Fair:** Taylor's Fair will occupy the Village Green from 6th–12th October 2026.
- **Street Numbering:** Members noted the address The Bungalow, 109 Newark Road, North Hykeham, LN6 8QT.
- **Neighbourhood Plan:** A review is not anticipated until late 2027, pending wider national and local planning reviews and Local Government Reorganisation.
- **Skatepark Consultation:** The consultation is now live and will be promoted throughout August via social media and Summer Sunday, followed by targeted engagement with local schools from September.

| Item no | Action | Updates |
|---|---|---|
| 01-26.8 | Appoint Breakthrough Communications to deliver the skate park and community hub consultation using the Enhanced Survey Package. | Completed |
| 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. | Completed |
| 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. | Ongoing |
| 01-26.13 | Inform Music for Memory of the Council's decision to approve its grant application. | Completed |
| 01-26.13 | Process payment of the approved grant to Music for Memory. | Completed |
| 01.26.14 | Review the Grants Policy and application form and submit any suggested amendments for consideration. | Completed |
| 01-26.14 | Refer any proposed amendments to the Grants Policy and application form to the Finance and Policy Committee for further consideration. | Completed |
| 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. | Completed |
| 01.26-16 | Inform Disco Inferno that we would like them to perform at the July Summer Sunday Event | Completed |

**02-26.6 Receive the Community & Planning Committee's Income & Expenditure report to 31st July 2026**
The Committee received the Community and Planning Committee's Income and Expenditure Report for the period up to 31st July 2026.

Members reviewed the report and noted the current financial position.

**02-26.7 To discuss community issues raised by organisations represented by the Members of the Community & Planning Committee.**

The Hykeham in Bloom update was deferred for consideration under the dedicated agenda item later in the meeting.

Malcolm Biddulph provided a brief update on behalf of the Lions and advised that the group had only recently held its first meeting and therefore there was limited information to report at this stage.

The Chair enquired about progress with the Vision Project. Members were advised that three North Hykeham primary schools had already participated in the screening programme and that the project was working in partnership with Lincoln Lions. Early results indicated that approximately 23% of children screened had failed the initial eyesight screening, demonstrating the value of the programme in identifying potential sight problems at an early stage.

Malcolm Biddulph agreed to continue providing Members with statistics and updates as the project progresses.

The Chair also provided an update on the Library and advised that the Summer Reading Challenge was underway, encouraging primary-aged children to read up to six books during the summer. Cllrs were encouraged to promote the initiative wherever possible.

**02-26.8 Community Services - Hykeham in Bloom**

Mark Reynolds provided an update on planting across the town. Cllrs were advised that the planters at Station Road Bridge and the Village Green shops were performing well. The planting at Nero Way would require thinning by October, but otherwise planting was progressing well.

Cllr Wray reported that some plants at the crossroads had recently required replanting following incidents of anti-social behaviour.

The update was noted.

**02-26.9 Discuss the request of a gift from the NHTTA for Denzlingen and consider the ongoing relationship with the Town of Denzlingen.**

Cllrs considered a request from the North Hykeham Twinning Association for the Town Council to provide a gift to Denzlingen ahead of the Association's visit in September.

It was noted that the twinning relationship has been in place for more than 30 years. Cllrs expressed concern regarding the limited notice provided for the request and noted that consideration of the wider relationship between the Town Council and Denzlingen would be a matter for Full Council.

Cllr Wray noted that no invitation had been received from Denzlingen for a Town Council representative to attend the forthcoming visit and referred to the current lack of councillor representation on the Twinning Association.

Cllr Lovejoy sought clarification regarding the purpose and history of the twinning arrangement. The Town Clerk explained that the relationship originated from an initiative established in 1989 to develop relationships between communities in different countries.

Cllrs were reminded that £500 had been included within the Council's budget for twinning-related expenditure.

It was **RESOLVED** that an appropriate gift be provided, with the nature of the gift to be determined following discussion with the Mayor and within the available budget.

It was further **RESOLVED** that the future continuation of the Town Council's relationship with the Twinning Association and the provision of gifts be referred to the next Full Council meeting for consideration.

**02-26.10 To review the future delivery of Hykeham in Bloom, including planting, planters, floral displays, councillor liaison arrangements and delivery options.**

Cllrs received an update on Hykeham in Bloom membership and were advised that three volunteers had withdrawn. Further volunteer forms were expected, which would bring membership to approximately 14 volunteers.

Mark Reynolds advised that a minimum of 12 active volunteers would be preferable for the effective operation of the group, although it could operate with 10.

A deadline of 13th August 2026 was set for completion of all updated volunteer documentation to enable the Council's insurance records to be updated. It was confirmed that individuals not included on the approved volunteer list after this date would not be permitted to participate in the practical activities of Hykeham in Bloom until the necessary documentation had been completed.

Cllrs also considered the ongoing planter replacement programme. Following a review undertaken on 13th July, priority locations had been identified as:

Boodles Café
Nero Way and
The Arches, Meadow Lane.

It was noted that final decisions regarding replacement and location would be informed by the Services Team Manager and considered by the Estates and Operations Committee following completion of the relevant risk assessments.

Mark Reynolds expressed concern regarding the potential relocation of planters on Moor Lane. Cllrs reiterated the importance of making the relevant risk assessment available so that future decisions could be based upon the identified risks and appropriate mitigation measures.

The Chair proposed that no final decisions regarding planter locations or watering arrangements be made until the relevant risk assessment had been considered.

Cllrs were asked whether a councillor would be willing to act as a liaison between Hykeham in Bloom and the Town Council. No other Cllrs volunteered and the Chair agreed to undertake this role.

Cllrs also discussed the forthcoming bulb-planting project.

**02-26.11 Review of Town Council Noticeboards and devise a replacement programme, as appropriate.**

Cllrs reviewed the condition, accessibility and number of Town Council noticeboards.

It was noted that the Meadow Lane noticeboard experiences little to no footfall. Cllrs discussed the wider condition and usability of the Council's noticeboards and agreed that ensuring they are accessible, serviceable and capable of being securely locked should be the immediate priority.

It was **RESOLVED** that maintenance and improvement works be progressed as necessary to ensure that all Town Council noticeboards are accessible and lockable.

**02-26.12 Receipt of unspent monies from the Hykeham Parochial Council for the Mayors' Children's Emergency Fund and consideration to develop a policy to offer financial support in the NH community as originally intended**

Cllrs began discussions regarding the future use of monies available through the Hykeham Parochial Council for the Mayors' Children's Emergency Fund.

It was noted that any funding provided through schools would be paid directly to the school rather than to individual families. Cllrs discussed the importance of ensuring that support reaches those experiencing the greatest need.

Consideration was also given to foster carers and kinship carers, with particular reference to the potential needs of kinship carers. Cllrs suggested that local food banks may also be well placed to assist in identifying families who could benefit from the fund.

It was **RESOLVED** to work with local schools, Sure Start centres and food banks to help identify families most in need and explore how the fund could be used to provide appropriate support.

It was further **RESOLVED** that the Community and Planning Committee develop a draft policy setting out how the fund could operate, for referral to the Finance and Policy Committee for consideration and approval.

Cllr Lovejoy agreed to begin work on the draft policy.

**02-26.13 Consider the Grant application received**

Item moved to between Agenda items 3 and 4

**02-26.14 Town Council Events Planning**

Cllrs considered a request from Dennis Horton to attend the Summer Sundays events to display and promote vehicles.

Following consideration of the available space at the Village Green,

It was **RESOLVED** to reject the request from Dennie Horton due to space limitations.

Cllrs also considered feedback arising from the July Summer Sunday event. The importance of having sufficient councillor support at the August and September events was highlighted. Cllrs were encouraged to volunteer, with more clearly defined and dedicated roles to be allocated to those assisting on the day.

Cllrs briefly discussed the potential development of a new community event for 2027. It was suggested that the event could provide local community and voluntary organisations, sports clubs, Scouts, Guides, Cadets and other groups with an opportunity to showcase their activities, recruit new members and volunteers, and offer residents the opportunity to participate in taster sessions.

It was **RESOLVED** that the proposed concept for a new community-focused event in 2027 be considered further by the Events Working Group.

It was subsequently **RESOLVED** to extend the meeting by 10 minutes.

Cllrs discussed whether the Village Green remained the most suitable location for future Summer Sundays events and whether Witham Fields could provide an alternative venue.

It was **RESOLVED** that the future format and location of the Summer Sundays events, including consideration of the Village Green and Witham Fields, be discussed in greater detail at the next Events Working Group meeting.

**02-26.15 Development of C&P committee's 5-Year Plan**

Item not covered due to having to extend the meeting

**02-26.16 Planning Applications**

It was **RESOLVED** to extend meeting by 5 minutes

**26/0433/TPO**|Oak - Reduce away from property to create a distance of 21ft. Reduce height to approx 30ft.|9 Lucius Close North Hykeham Lincoln Lincolnshire LN6 8HL
**26/0628/HOUS**|Replacement garage and storage building|42 Station Road North Hykeham Lincoln Lincolnshire LN6 9AQ
**26/0618/FUL**|Erection of 3 no. dwellings to the rear of no. 44 and 42 Lincoln Road|Land To Rear Of 42 And 44 Lincoln Road North Hykeham Lincoln Lincolnshire LN6 8HB
**26/0670/FUL**|Demolition of existing washdown area and associated storage and conversion of existing car workshop to form new car retail space, re-cladding sections of existing building, increasing existing openings in height, and creation of new openings|Dennis Horton And Sons Kingsley Road North Hykeham Lincoln Lincolnshire LN6 3TA
**26/0692/HOUS**|Alterations to existing detached double garage to create residential annexe|6 Highfield Terrace North Hykeham Lincoln Lincolnshire LN6 8HD
**26/0731/FUL**|Change of use from workshop and offices (B8) to community pool and office accomodation (E(d))|Unit One Lbp House Exchange Road North Hykeham Lincoln Lincolnshire LN6 3JZ
**26/0723/FUL**|Erection of bugalow|Land At 2 St Marys Road North Hykeham Lincoln Lincolnshire LN6 8QP
**26/0701/TPO**
Ash (T1) Fell due to ash die-back, severe decline and structural concerns to residents and members of the public. Replant with 1 standard ash in a more suitable location. Birch (T3) Fell due to significant large cavities at canopy junction and key branch bases which are of structural concern. Replant with 1 standard Birch. 44 Lincoln Road North Hykeham Lincoln Lincolnshire LN6 8HB
**26/0788/HOUS** Erection of a single storey side and rear extension. 1 Wenlock Close North Hykeham Lincoln Lincolnshire LN6 9XQ
**26/0827/HOUS**
Erection of two storey and single storey rear extensions and detached double garage/store to rear
73 Mill Lane North Hykeham Lincoln Lincolnshire LN6 9PA
**26/0858/HOUS.** Erection of single storey rear extension. 65 Mill Moor Way North Hykeham Lincoln Lincolnshire LN6 9PJ
**26/0846/HOUS**|Conversion of existing detached single garage to pantry, erection of rear canopy and 1.6m sliding gate and wall to front boundary. 1 St Clements Road North Hykeham Lincoln Lincolnshire LN6 8QG
**26/0833/HOUS**| Erection of attached garage. 20 Chiltern Way North Hykeham Lincoln Lincolnshire LN6 9SY

It was **RESOLVED** to ratify planning applications as per agenda.

**02-26.16 Decisions Received**

The following received planning decisions were noted:

**26/0165/FUL** Extension to an existing car park of an additional 154 spaces, access road to loading area and attenuation basin. Lincat Group Plc Whisby Road North Hykeham Lincoln Lincolnshire LN6 3QZ **WITHDRAWN**

**26/0227/FUL**|Erection of garden office for use as hair salon|19 Chestnut Road North Hykeham Lincoln Lincolnshire LN6 8LX

**26/0334/FUL**|Construction of new sprinkler tank and pumphouse|Land At Gas Turbine Service Centre Teal Park Road North Hykeham Lincoln Lincolnshire LN6 3AD **APPROVED**

**26/0227/FUL**|Erection of garden office for use as hair salon|19 Chestnut Road North Hykeham Lincoln Lincolnshire LN6 8LX **APPROVED**

**26/0419/HOUS**|Erection of trellis fence (Retrospective)|42 Hebden Moor Way North Hykeham Lincoln Lincolnshire LN6 9QW **APPROVED**

**26/0701/TPO|**Ash (T1) Fell due to ash die-back, severe decline and structural concerns to residents and members of the public. Replant with 1 standard ash in a more suitable location. Birch (T3) Fell due to significant large cavities at canopy junction and key branch bases which are of structural concern. Replant with 1 standard Birch.|44 Lincoln Road North Hykeham Lincoln Lincolnshire LN6 8HB **TPO WORKS APPROVED**

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

**26/0628/HOUS|**Replacement garage and storage building|42 Station Road North Hykeham Lincoln Lincolnshire LN6 9AQ **APPROVED**

**26/0618/FUL**|Erection of 3 no. dwellings to the rear of no. 44 and 42 Lincoln Road|Land To Rear Of 42 And 44 Lincoln Road North Hykeham Lincoln Lincolnshire LN6 8HB **WITHDRAWN**

**26/0670/FUL**|Demolition of existing washdown area and associated storage and conversion of existing car workshop to form new car retail space, re-cladding sections of existing building, increasing existing openings in height, and creation of new openings|Dennis Horton And Sons Kingsley Road North Hykeham Lincoln Lincolnshire LN6 3TA **APPROVED**

All decisions were noted.

The meeting closed at 9:13pm.

**Actions from this meeting**:

| Item no | Action | Allocated to | Date to be completed by |
|---|---|---|---|
| 02-26.9 | Appropriate gift to be identified in consultation with the Mayor. | All Cllrs | ASAP |
| 02-26.9 | Future arrangements relating to the Twinning Association and gift-giving to be referred to Full Council. | Full Council | 1st October 2026 |
| 02.26.10 | Provide Mark Reynolds with a selection of suitable bulb options for consideration prior to ordering. | Deputy Clerk | ASAP |
| 02-26.10 | Relevant planter risk assessments to inform future decisions regarding locations, servicing and watering arrangements. | Service Team Manager | ASAP |
| 02-26.11 | Maintenance and improvement works to be progressed as necessary to ensure that all Town Council noticeboards are accessible and lockable. | Services Team Manager | Ongoing |
| 02.26.12 | Contact local schools, Sure Start centres and food banks to explore how they could assist the Council in | Deputy Clerk | Ongoing |

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| | identifying families most in need of support through the Parochial Church Fund. | | |
| 02-26.12 | Develop a draft policy setting out the proposed eligibility criteria, administration and distribution of the Parochial Church Fund. | Cllr Lovejoy | ASAP |
| 02-26.12 | Present the draft Parochial Church Fund Policy to the Community and Planning Committee for consideration before referring it to the Finance and Policy Committee for approval. | Town Clerk | 15th October 2026 |
| 02-26.14 | Add the proposed 2027 community-focused event to the next Events Working Group meeting for further discussion and development of the concept. | Cllr Cruickshanks | 27th August 2026 |
| 02-26.14 | Add the future format and location of Summer Sundays, including consideration of the Village Green and Witham Fields as potential venues, to the next Events Working Group meeting for further discussion. | Cllr Cruickshanks | 27th August 2026 |