



North Hykeham Town Council

Minutes of the Community & Planning Committee meeting 03/25
held on Thursday 2nd October 2025 at 7pm

Councillors Present: A Cruickshanks (Chair), K Harrison, M Lofts, A Marshall, T Ogden, D Rawson, K Sampson, S Sampson, R Sylvester and P Wray

In Attendance: Mrs L Appleyard, Assistant Clerk

Cllr R Sylvester was welcomed to the meeting as an observer, as she was not currently an appointed committee member, it was agreed that Cllr Sylvester join the meeting, and be afforded voting rights at this meeting.

03-25.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.
Apologies were noted from non-councillor members Mr M Biddulph and Mr M Reynolds.

03-25.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011.
There were no Declarations of Members' Interest.

03-25.3 Notes of the Community and Planning Committee meeting held on 7th August 2025 to be approved as Minutes.
It was **RESOLVED** to accept the notes of the meeting held on 7th August 2025 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

03-25.4 Chair's Items.
The Chair said that thoughts were with the families of the victims of the attack on a Manchester synagogue that had occurred that day, and with the emergency services who attended the scene. He said that the tragic event was a reminder that the Council should ensure that it is engaging with all aspects of the community and being as inclusive as possible.

The Chair acknowledged the recent resignations of Mr M Bennie and Mr R Johnston and thanked them for their time on the Committee.

03-25.5 Correspondence and Clerk's Items.
The Clerk reported that the following items of correspondence had been received:

Email from Alison Ellis, NKDC re: Streeting Numbering - Oakview, 189A Newark Road, LN6 8QS, planning application 24/0449/FUL.

Email from Mr D Hardy, Headteacher, Sir Robert Pattinson Academy (SRPA), re use of the school for the ATM.

Correspondence from Fosse Green Energy Ltd, re notice of acceptance of an Application for a Development Consent Order; Section 56 of the Planning Act 2008; Regulation 9 of the Infrastructure Planning (Applications: prescribed forms and procedure) Regulations 2009; Regulation 16 of the Infrastructure Planning (Environmental Impact Assessment) Regulations 2017.

Email from Alison Ellis, NKDC re: Street Numbering - 8 Bowlers Court, LN6 9YD, planning application 24/0130/FUL and amended application.

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

24/1058/FUL – 5a Windermere Avenue, LN6 8EQ – change of use of ground floor from commercial to residential to be used as one dwelling unit incorporating 1st floor.

Comment: no comments or objections.

25/0913/FUL – Virgin Media Hub site off Freeman Road – LN6 9AT – external alterations to facilitate installation of air con unit.

Comment: no comments or objections.

25/0973/RESM – 32 Station Road, LN6 9AQ – reserved matters application for 1½ storey custom self-build dwelling with appearance, landscaping, layout & scale to be considered pursuant to planning application 24/1145/OUT.

Comment: no comments or objections.

25/9888/HOUS – 6 Augustus Close, LN6 9NF – single storey side and rear wraparound extension and alterations to boundary treatments.

Comment: no comments or objections.

25/0871/HOUS – 12 Chiltern Way, LN6 9SY – erection of corrugated garage (retrospective).

Comment: no comments or objections.

25/0960/ADV – Sure Store, Stephenson Road, LN6 3QU – installation of 3 x internally illuminated fascia signs and 1 x non-illuminated fascia sign.

Comment: no comments or objections.

25/0961/TPO – 85 Vespasian Way, LN6 9ZZ – reduce overhanging branch back to the boundary line.

Comment: no objection to this application as long as work is carried out by a professional tree surgeon.

25/1003/TPO – Asda Superstore, Newark Road – tree crown lifting up to 3m from ground level on service yard roadway/footpath areas backing onto parking bays. Mixed species of lime, oak and beech.

Comment: no comments or objections.

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

Comment: amended plans have given consideration to residents' comments. No further comments.

25/0798/HOUS – 78 Lincoln Road, LN6 8EG – erection of a first floor extension to create a two storey dwelling with two storey rear extension.

Comment: whilst sympathetic to the comments raised, no objections to the submitted plans.

25/0997/HOUS – 4 Wilkinson Lane, LN6 8BB – erection of detached garage.

Comment: no comments.

25/0949/ADV – 23 The Forum, LN6 8HW - installation of 1no illuminated hanging sign to the front elevation of the building.

Comment: no comments.

25/0956/HOUS – 10 Victor Drive, LN6 9SD – erection of single storey rear extension.

Comment: no comments.

Update on actions from last Community and Planning Committee Meeting:

Item no	Action	Update
01-25.14	Noticeboard at Co-op at Village Green shops – new board to be ordered.	Installed.
01-25.17	Hykeham in Bloom planters – to request E&O Committee to plan for future replacement of planters.	Discussed at E&O, 14/08/2025 & to be added to 5 year plan (E&O).
02-25.9	Christmas Fayre – stall fee from SRPA to be waived.	School notified.
	Christmas Fayre – rodeo bull or similar entertainment to be booked.	Booked.
	ATM – detail to be discussed at the Events Working Group (EWG).	EWG meeting held 04/09/2025
02-25.12	Recommendation be made to F&P to release funds to North Hykeham Town Twinning Association to assist with cost of exchange visit.	F&P agreed 21/08/2025
02-25.14	Introduction of new community award – to be discussed at Events Working Group.	EWG meeting held 04/09/2025
02-25.15	Christmas trees to be purchased for 2025, as previously, for Village Green and Spar shop (Newark Road). <i>Please see discussion on this item, below.</i>	Ordered.
02-25.16	Planning Applications comments to NKDC.	Completed.

Cllr Lofts stated that he felt his proposals made at the June committee meeting for more Christmas trees and lights to be purchased/obtained for display around the town had not been fulfilled and queried why at the August meeting there had been a proposal to purchase only two trees. He felt that something had been missed in the process, as action had not been undertaken. Cllr Cruickshanks said that since the June meeting he and the Clerk had looked diligently at options for locations of additional trees and lights; the findings of which had been reported at the August meeting, (at which Cllr Lofts had not been present) and Members had agreed that at this point the council could only continue with the purchase of two trees.

Cllr Cruickshanks went on to say that whilst he agreed with Cllr Lofts' concept that more needs to be done to reflect Christmas in the community, unfortunately he and the Clerk were stymied about where more trees and lights could practically be located, as there were complications with power supply, lights and security, especially in those parks suggested in Cllr Lofts' report. Cllr Lofts said he was disappointed that no further progress had been made to date.

Cllr Cruickshanks said he had investigated whether the Christmas lights that had been put up on the Village Green until a few years ago could be used again, but he had discovered that there were problems with the lamp standards which prevented the addition of Christmas lights to the posts. He stressed that he was not giving up on trying to find the solution to having more Christmas lights and trees in North Hykeham. Cllr S Sampson said that it was important to keep going with the aim of getting more lights and trees and hoped that there could be improvements for next year.

Cllr Cruickshanks said that the Committee had agreed to the purchase of two Christmas trees in August to ensure that they could be ordered in time for Christmas for display at the Village Green and The Spar, Newark Road.

03-25.6 Receive the Community and Planning Committee's latest income and expenditure report.
The latest I&E report (to 26th September 2025) was noted.

03-25.7 To discuss community issues raised by organisations represented within the Community & Planning Committee.

North Hykeham Library – Cllr Cruickshanks reported that the library had recently held a coffee morning which had been well supported and had raised £280 for Macmillan Cancer Support.

Hykeham Rugby – Cllr Wray reported that the Rugby Club had held a successful open day in August, which had encouraged new members to join.

PFA/Memorial Hall – Cllr Wray said that he had nothing to report as he had been absent from the previous PFA meeting.

NHTTA – Cllr Cruickshanks asked if there were any volunteers from the Committee to be the representatives the North Hykeham Town Twinning Association, following the resignations of Mr M Bennie and Mr R Johnston. No councillors came forward.

03-25.8 2025/2026 Events Planning, including updates from the Events Working Group

i) Summer Sundays

Cllr Wray said that he had attended the September Summer Sunday and that it had been successful. The bands who performed had been very good. The number of people attending had been lower than expected but it was felt that the reason for that had been a forecast of bad weather. The Chair reported that there had been an issue on the morning of the Summer Sunday as the person who had been booked to provide a bouncy castle failed to attend the event, and had instead passed the booking to another bouncy castle owner. Unfortunately, this had been undertaken without the Council's knowledge. The Clerk said that there was a bouncy castle at the event, as advertised, so the public were unaware of the issue.

Thanks were given to the Services Team, Mr M Reynolds and the Clerks for organising the Summer Sundays.

ii) Remembrance at the Civic Offices, Tuesday 11th November, 11am

The Chair reported that there would be a Remembrance event at the Civic Offices on Tuesday, 11th November with two minutes' silence at 11am, prior to which there would be some readings and the laying of a poppy wreath. All Councillors, staff and members of the public to be invited, with coffee/tea in the Chambers after the service. The Clerk was asked to send an email to all Councillors informing them of the event.

iii) Christmas Fayre, Saturday 29th November, 11am-3pm

The Clerk reported that due to problems with the supply of the bouncy castle at the Summer Sunday, alternative providers had been sought for the supply of the Christmas Grotto and Rodeo Bull. Unfortunately, this had proved problematic because hirers were already booked for the Christmas season. Following discussions with the Town Clerk and Services Team Manager, a quote had been received for the purchase of an inflatable Grotto which could be used for future years. Members discussed this alternative option.

It was **RESOLVED** that an inflatable Santa's Grotto be purchased to the value of £667 as per the considered quote.

iv) Annual Town Meeting (ATM), 9th April 2026

Cllr Cruickshanks reported that Mr Sean Dunderdale, BBC Radio Lincolnshire, had kindly agreed to be the guest speaker at the 2026 ATM. SRPA had agreed to the Council's request to hold the event at the school. Discussion had taken place at the Events Working Group about the introduction of an award to celebrate the long service to the Council by former councillor, Mr W Lee. It was suggested that, rather than introducing another award, the young achiever award be dedicated to Mr Lee.

It was **RESOLVED** that the Young Achiever award be renamed “The Wallace Lee Young Achiever Award”.

Cllr Cruickshanks suggested that the Events Working Group could discuss renaming of the other awards, as appropriate.

v) Hykeham Trail

Cllr Cruickshanks reported that the Events Working Group had discussed rejuvenating the Hykeham Trail. The existing Trail isn’t inclusive in terms of access, particularly in areas where maintenance is minimal. The Group would like to devise a walk that is accessible to all with information boards at various locations, such as in parks, pointing out a selection of points of interests, such as the windmills, millstones, the Malleable Ironworks, etc. The Events Working Group had undertaken some research into local documents about the history of the North Hykeham which could be used to provide the material for the information boards. Cllr Cruickshanks suggested that as May is Local and Community History Month this could be a target date for the introduction of the new Trail.

Cllr K Sampson queried whether the existing walk needs re-establishing. Cllr Cruickshanks said that as well as sections of the trail that are difficult to walk, parts of the town, including the Manor Farm estate, were not part of the original walk. Cllr K Sampson said that the Scouts used to walk the paths to assist with maintenance and could be involved in the introduction and use of the proposed new trail.

Cllr Lofts reminded the Committee that there is a website link to the “Ridges & Furrows” project completed by NKDC in 2017.

03-25.9 To discuss the next steps for the Community Emergency Plan

Cllr Cruickshanks reported that the Community Emergency Plan had been completed, but required some amendments.

He proposed that two versions of the Plan be produced: one “full” version, complete with all information including the contact details of emergency volunteers; and one “redacted” version that didn’t include the contact details of emergency volunteers. The complete version of the document would only be available to the Town Council and County Emergency Centre, whilst the other version would be widely available and published on the Council’s website. Cllr Wray said that he was happy to take the Plan forward, with support from Cllrs Rawson, Cruickshanks and Ogden. Cllr Lofts suggested that other community aspects be included in the Plan such as all religious groups in North Hykeham, supermarkets, etc.

It was **RESOLVED** that two versions of the Community Emergency Plan be produced, as above.

03-25.10 Review of the Community Engagement Policy, to be presented to the Finance & Policy Committee

The Committee reviewed the Community Engagement Policy. The main amendment was to the name of the Committee in the document - to be changed from Community Committee to Community & Planning Committee. Cllrs Cruickshanks and Ogden agreed to review the amendments made by the Clerk, prior to the Policy being forwarded to the Town Clerk.

It was **RESOLVED** that the amended version of the Policy be forwarded to the Town Clerk in time for the next meeting of the Finance & Policy Committee.

03-25.11 Precept Planning 2026-2027

The Committee discussed the precept plan for 2026-2027, and considered each budget heading. Some discussion was held about the advertising budget, which includes expenditure on noticeboards. Councillors discussed whether an amount should be put in the precept to allow for regular replacement of noticeboards and to make an appropriate increase.

Discussion was held about increasing the budget for Christmas trees and lights. There was a proposal for an EMR to be requested (from F&P Committee) if the funds aren't spent in 2026/2027 so that an amount of money could be built up to allow for future projects and plans for trees and lights.

Discussion was held about the amount allocated against the budget for event toilets and it was agreed that this should increase slightly. Discussion was held about keeping the amount allocated to expenses under the Twinning budget heading to what had been allocated in previous years. Brief discussion was held about making a small increase to the amount for Hykeham in Bloom planting and materials.

It was **RESOLVED** that, for precept planning purposes, the "advertising " budget be increased to £1,500; the "Christmas trees and lights" budget should increase to £15,000 and that an EMR be requested if funds were left at the end of 2026/2027; the "event toilets" budget should increase to £2,400; the "twinning" budget should be £500; and that the budget for Hykeham in Bloom be £1,100.

This item will be brought back to the next meeting for further discussion.

03-25.12 To receive feedback from the Lincolnshire Police and Parish Council Briefing Session (online), 16th September 2025 – Cllr Wray

Cllr Wray reported that he had attended the online Lincolnshire Police and Parish Council Briefing on 16th September. Main points discussed included:

- calls for service peaked at approximately 1500 in North Kesteven, there had been a rise in shoplifting and ASB had increased by 40% in the past 12 months;
- Sleaford, Grantham and Spalding had received extra funding to fund extra patrols;
- a Hykeham landlord could be facing prosecution after the discovery of a cannabis "farm" at a property in the town;
- there were significant staff shortages in the Lincolnshire force;
- named beat officers would continue in their roles but there could be no guarantee that officers would attend community events as they could be responding to incidents;
- the road safety partnership now has a motorbike to assist in the deterrent of speed.

Cllr Wray said that he had requested assistance from the beat officer to walk around areas in North Hykeham that had ASB problems, to engage with those causing issues, and that this idea is being considered. Cllr Wray said that Lincolnshire Police asked for assistance with the promotion of the Neighbourhood Policing Survey.

Cllr K Sampson said that the Scouts group had suffered from a lot of damage to their facilities at Apex Lake, which they reported to the Police. Cllr Cruickshanks said that there had been a

considerable amount of anti-social behaviour at St Aiden's Park over the summer from apples being thrown at neighbouring properties. Cllr Lofts said that the PCSO who had been working in North Hykeham and the Cliff Villages on a temporary basis had been made permanent in that role.

Cllr Wray was thanked for his report. He said that he had enjoyed the meeting and would be happy to attend future meetings.

03-25.13 To consider the following:

Planning Applications

25/1085/VARCON – Asda Superstore, Newark Road, LN6 8JY – application to remove condition 1 (hours of use – loading and unloading) of planning permission 24/1005/VARCON.

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

25/1060/ADV – Van Centre, Cheshire Road, LN6 3TA – installation of 2 x illuminated fascia sign and 1 x illuminated sign over entrance.

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

25/1138/ADV – Van Centre, Cheshire Road, LN6 3TA – installation of 1no. 6m externally illuminated totem sign.

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

25/1036/HOUS – 24 Robertson Road, LN6 8NN – erection of front and rear single storey extensions.

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

25/1084/HOUS – 4 Pateley Moor Close, LN6 9QL – removal of existing conservatory, proposed single storey rear and side extension.

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

25/1050/FUL – 23 Langley Road, LN6 9RX – demolition of existing semi-detached dwelling and construction of 1no dormer bungalow (custom self-build).

It was **RESOLVED** that the Committee objects to this application. The Committee sympathised with the neighbouring resident's concerns about ensuring the safety and structure of their property as well as the unavoidable disruption caused during works to demolish no 23 Langley Road and build the proposed dormer bungalow. Additionally, the Committee was concerned that the proposed dormer bungalow was not sympathetic to the local character and history of Langley Road (ref NPPF, section 12, 135c) as the house being proposed for demolition is part of an established residential road of semi-detached, traditional, red-bricked houses built in the early 1900s by local benefactor, Langley Fletcher. The proposed new building will not be in-keeping with the existing properties on Langley Road.

25/1035/HOUS – 11 Vulcan Crescent, LN6 9SB – demolition of existing garage, flat roof extension and conservatory. To be replaced with single storey flat roof rear extension incorporating new kitchen and dining / living area.

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

25/1046/HOUS – 8 Cromer Close, LN6 8UT – erection of garden room to side.

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

25/1124/ADV – Starbucks, Runcorn Road, LN6 3QP – installation of 13 x illuminated and 2 x non illuminated signs.

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

25/1145/TPO – 12 Remus Court, LN6 9GZ – to cut back overhanging branches back to boundary.

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

25/1102/HOUS – 78 Newark Road, LN6 8NA – erection of single storey rear extension with loft conversion and side dormer.

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

*9pm - it was **RESOLVED** to extend the meeting by 5 minutes.*

25/0742/FUL – OneNK, Moor Lane, LN6 9AX – formation of compound and associated siting of 24 no. Air Source Heat Pumps.

It was **RESOLVED** that the Committee had no objection to this application, assuming noise assessments were carried out to support the application.

03-25.14 Decisions Received.

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

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

25/0877/HOUS – 40 Richmond Drive – erection of a single storey rear extension and internal alterations – **APPROVED**.

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

24/1058/FUL – 5 Windermere Avenue – Reinstatement of domestic accommodation at first floor and change of use of ground floor space to create a single dwelling – **APPROVED**.

24/1136/HOUS – 225 Newark Road – erection of 2 storey rear extension and porch to front elevation – **WITHDRAWN**.

25/0213/HOUS & Appeal Reference APP/R2520/D/25/3370190 – 510 Newark Road – formation of roof terrace to rear over existing single storey element (approved under application 22/0040/HOUS) – **APPEAL DISMISSED**.

25/0999/HOUS – 6 Augustus Close – single storey side and rear wraparound extension and alterations to boundary treatments – **APPROVED**.

The meeting closed at 9.02pm.

Actions from this meeting:

Item no	Action	Allocated to	Date to be completed by
03-25.8	ii) Remembrance at the Civic Offices – email to all Councillors to invite them to the event.	Clerk	10/10/2025
03-25.8	iii) Inflatable Santa's Grotto to be purchased.	Clerk	asap
03-25.8	iv) Young Achiever Award to be renamed the "The Wallace Lee Young Achiever Award". Clerk to amend documentation about the Award for 2026 and to inform Mr Lee.	Clerk	04/12/2025
03-25.9	Community Emergency Plan – to produce two versions of document.	Cllr Wray, plus Cllrs Rawson, Cruickshanks & Ogden	04/12/2025
03-25.10	Community Engagement Policy – to be amended by the Clerk; reviewed by Cllrs Cruickshanks and Ogden; and for forwarding to F&P Committee.	Clerk Cllrs Cruickshanks & Ogden	10/10/2025
03-25.11	Precept Planning 2026/2027	Suggestions to Town Clerk for further precept planning	10/10/2025
03-25.14	Planning Applications comments to NKDC	Assistant Clerk	asap