



North Hykeham Town Council

Minutes of the Community and Planning Committee meeting
held on Thursday 1st October 2026 at 7pm



Councillors Present: A Cruickshanks (Chair), P.Wray, H Stewart, R Sylvester, T Ogden, E Smith, D Hinds, K Byrne, S Roe.

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

03-26.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.

Apologies for absence were received for Cllr K. Sampson, Cllr D Lovejoy, S Reid, M Biddulph and M Reynolds

It was **RESOLVED** to accept the apologies for absence.

03-26.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011.

No declarations of interest were received.

03-26.3 Minutes of the Community and Planning (CP) Committee held on Thursday, 4th August 2026.

It was **RESOLVED** to accept the draft minutes of the meeting held on 6th August 2026 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

03-26.4 Chair's Items

The Chair expressed thanks to Councillor Lovejoy for the time and effort she had dedicated to preparing the draft Mayors' Children's Emergency Fund Policy.

The Chair also confirmed that a gift had been prepared and presented to the North Hykeham Twinning Association for delivery to Denzlingen.

03-26.5 Correspondence and Clerk's Items

The Deputy Clerk advised that correspondence had been received from Sir Robert Pattinson Academy, via non-Councillor representative Reid, requesting the use of the Civic Offices to host a coffee morning, potentially free of charge.

It was agreed that the request would be referred to the October Finance & Policy Committee meeting for consideration. Councillors also suggested that, should a hire charge be applied, the income could potentially be used to provide refreshments. Councillor Roe expressed the view that the Council would be supportive of waiving the hire charge.

The Deputy Clerk also reported that correspondence had been received from Balfour Beatty, requesting information relating to the history, myths, folklore and local stories associated with the areas through which the North Hykeham Relief Road will pass.

Balfour Beatty explained that it is keen to learn about the history and heritage of the locations in which it works and to share this information with others.

Cllrs were encouraged to share any relevant knowledge or information with the Clerk, who would forward it to Balfour Beatty.

Item no	Action	Update
02-26.9	Appropriate gift to be identified in consultation with the Mayor.	Gift confirmed and arranged. Collected for delivery.
02-26.9	Future arrangements relating to the Twinning Association and gift-giving to be referred to Full Council.	Completed
02.26.10	Provide Mark Reynolds with a selection of suitable bulb options for consideration prior to ordering.	Bulbs ordered
02-26.10	Relevant planter risk assessments to inform future decisions regarding locations, servicing and watering arrangements.	Service Team Manager has completed the risk assessments. These will be shared at the next E&O meeting
02-26.11	Maintenance and improvement works to be progressed as necessary to ensure that all Town Council noticeboards are accessible and lockable.	Ongoing
02.26.12	Contact local schools, Sure Start centres and food banks to explore how they could assist the Council in identifying families most in need of support through the Parochial Church Fund.	Completed, awaiting responses
02-26.12	Develop a draft policy setting out the proposed eligibility criteria, administration and distribution of the Parochial Church Fund.	Completed, awaiting review
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.	Agenda item at this meeting
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.	Completed
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.	Completed

03-26.6 Receive the Community & Planning Committee's Income & Expenditure report to 30th September 2026

The Committee received the Community and Planning Committee's Income and Expenditure Report for the period up to 30th September 2026.

Cllrs reviewed the report and noted the current financial position.

Cllr Roe requested that the Council publicly acknowledge receipt of the £15,000 grant from North Kesteven District Council.

It was suggested that the funding be recognised through the Council's website, social media channels and newsletter.

03-26.7 To discuss community issues raised by organisations represented by the Non-Councillor Members of the Community & Planning Committee.

Hykeham Lions

Cllr Cruickshanks advised that Malcolm Biddulph was not in attendance and therefore no update was available from Hykeham Lions.

Hykeham in Bloom

Cllr Cruickshanks advised that autumn planting dates were being arranged for mid-October. The proposed relocation of planters would be considered by the Estates & Operations Committee. Cllrs were encouraged to forward any suggestions for alternative planter locations to the Clerk.

North Hykeham Library

Cllrs acknowledged the success of the Library's Knit and Natter group, including its recent coverage on BBC Look North.

It was reported that the Library's Macmillan Coffee Morning had raised in excess of £300. Councillors were also advised that requests for bookings at the Community Hub were increasing.

03-26.8 Development of a policy for the Mayors' Children's Emergency Fund

Cllr Cruickshanks provided background information regarding the Children's Parochial Church Fund for the benefit of newly appointed Cllrs Hinds and Burns.

Cllr Roe emphasised that correspondence with schools should clearly identify that the funding was intended to support children, rather than families more generally.

Cllr Roe also advised that he had access to £3,000 of Lincolnshire County Council funding, which could potentially be used to support the Children's Emergency Fund.

Cllrs acknowledged that the draft policy provided a good starting point but required further development. It was suggested that correspondence should be directed to appropriate contacts within schools rather than general email addresses to ensure that information reached those best placed to identify children requiring assistance.

Councillors discussed the importance of clearly identifying what the funding could be used for and establishing a process that would allow applications for urgent assistance to be considered promptly, without having to wait until the next scheduled Committee meeting.

It was **RESOLVED** to establish a working group to review and develop the Children's Parochial Church Fund Policy and report back to the next Community & Planning Committee meeting.

03-26.9 To review and confirm the arrangements for the 2026 Remembrance Service to be held at the Civic Offices

Cllrs considered the proposed running order and arrangements for the Remembrance Service.

No amendments were requested, and it was agreed that arrangements should proceed as planned.

03-26.10 To consider the recommendation of the Events Working Group to hold a Christmas Lights Switch-On

Cllrs discussed the proposed Christmas Lights Switch-On, including concerns raised by the Town Clerk regarding staffing requirements and the Council's capacity to organise an additional event.

Following discussion, it was proposed that external organisations be approached to establish whether they would be interested in organising and delivering a Christmas Lights Switch-On. 21st and 22nd November 2026 were identified as potential dates.

It was **RESOLVED** that a recommendation be made to the Finance & Policy Committee to waive the Village Green booking fee for an organisation delivering the event.

03-26.11 Consider the format and arrangements for the Annual Town Meeting 2027

Cllrs referred to the relevant resolution from the May Full Council meeting.

Following clarification of the resolution, no further discussion was required.

03-26.12 Town Council Event Planning 2027

Cllr Wray reflected on the success of the 2026 Summer Sundays events.

It was suggested that one of the events could be moved to an earlier date, potentially June, to provide a more even spread of community events throughout the year.

Cllr Roe reminded Cllrs that Full Council had previously agreed that no additional events should be introduced. He noted that Summer Sundays followed an established format and generally attracted the same audience.

Whilst supportive of the concept of a new community event, Cllr Roe suggested that consideration could be given to reducing the number of Summer Sundays by one, allowing a different event to be introduced without increasing the number of Sundays staff were required to work.

Cllr Lofts emphasised that the proposed new event would have a different purpose, focusing on community participation and providing opportunities for local organisations and groups to engage with residents.

It was noted that the Council had previously held four Summer Sundays annually, which had already been reduced to three.

Cllr Lofts also raised concerns regarding the effectiveness of the current Annual Town Meeting format and expressed his support for the proposed new event, stating that it would provide an opportunity for local community groups and organisations to showcase their activities and services, engage with residents and potentially increase their membership.

Whilst acknowledging concerns regarding staffing requirements, Cllr Lofts suggested that all Cllrs also had a responsibility to support the delivery of community events by volunteering their time and assisting wherever possible.

It was **RESOLVED** to postpone the proposed new community event until 2028 and undertake further consideration of the format and delivery of the Council's future events programme.

03-26.13 Precept planning for the financial year 2027-2028

It was **RESOLVED** that the meeting be extended by a further 15 minutes to allow the remaining agenda items to be considered.

Cllrs considered the proposed Community & Planning Committee precept.

Cllr Lofts expressed the view that the proposed precept was generally appropriate but suggested that the allocation for grant funding could be reduced to £3,000.

It was **RESOLVED** to defer consideration of the proposed precept until the December meeting.

03-26.14 Consider the formation of a community engagement group to meet outside of scheduled Committee meetings – Cllr Lofts

It was **RESOLVED** to defer consideration of the agenda item until the next scheduled Community & Planning Committee meeting

03-26.15 Planning Applications

26/0990/FUL | Erection of 2 industrial units | Land To The East Of Kingsley Road North Hykeham Lincoln Lincolnshire

26/0916/FUL | Proposed siting of a shipping container for storage (retrospective) | The Foundry Fishing Lake Grace Avenue Station Road Lincoln North Hykeham LN6 9ZR

26/1063/TPO | Please see arb report | 42 Ascot Way North Hykeham Lincoln Lincolnshire LN6 9NU

26/1033/FUL | Addition of first floor, installation of additional PV panels and installation of 2no EV chargers and cycle storage | 8 Mill Lane North Hykeham Lincoln Lincolnshire LN6 9PD

26/1121/TPO | See tree survey report | Land To The Rear Of Minerva Way North Hykeham Lincoln Lincolnshire LN6 9FG

26/1067/FUL | Change of use from a detached garage to a dwelling | 6 Highfield Terrace North Hykeham Lincoln Lincolnshire LN6 8HD

26/1082/HOUS | Erection of a porch and installation of a 1.8m high timber fence | 16 Coniston Drive North Hykeham Lincoln Lincolnshire LN6 8EW

26/1110/HOUS | Extensions and alterations to existing dwelling to include a single storey rear extension and installation of cladding | 70 Dore Avenue North Hykeham Lincoln Lincolnshire LN6 8LP

26/1089/FUL | Conversion and extension of existing commercial unit to create 3no units | 23A Freeman Road North Hykeham Lincoln Lincolnshire LN6 9AP

26/1099/HOUS | Replacement of detached garage (retrospective) | 46 Arden Moor Way North Hykeham Lincoln Lincolnshire LN6 9PP

Applications requiring further consideration were discussed, and the Committee agreed the comments and responses to be submitted to North Kesteven District Council. The Deputy Clerk was instructed to submit the agreed responses on behalf of the Council.

It was **RESOLVED** to ratify the planning applications previously considered and approve the responses agreed during the meeting.

03-26.16 Decisions Received

The following received planning decisions were noted:

26/0692/HOUS | Alterations to existing detached double garage to create residential annexe | 6 Highfield Terrace North Hykeham Lincoln Lincolnshire LN6 8HD **APPROVED**

26/0731/FUL | Change of use from workshop and offices (B8) to community pool (F2(d)) and associated office accommodation | Unit One Lbp House Exchange Road North Hykeham Lincoln Lincolnshire LN6 3JZ **APPROVED**

26/0723/FUL | Erection of bungalow | Land At 2 St Marys Road North Hykeham Lincoln Lincolnshire LN6 8QP **APPROVED**

26/0788/HOUS | Erection of a single storey side and rear extension | 1 Wenlock Close North Hykeham Lincoln Lincolnshire LN6 9XQ **APPROVED**

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 **APPROVED**

26/0858/HOUS | Erection of single storey rear extension | 65 Mill Moor Way North Hykeham Lincoln Lincolnshire LN6 9PJ **APPROVED**

26/0833/HOUS|Erection of attached garage|20 Chiltern Way North Hykeham Lincoln
Lincolnshire LN6 9SY **APPROVED**

26/0932/PNH|Single storey rear extension 5.35m in total length from the original wall, eaves
height of 2.0m and maximum height of 2.5m|8 Sunbeam Avenue North Hykeham Lincoln
Lincolnshire LN6 9SG **APPROVED**

26/0846/HOUS|Demolition of existing detached single garage and erection of new detached
building for use as pantry/scullery, erection of rear canopy and 1.6m sliding gate and wall to
front boundary. (Amended Description)|1 St Clements Road North Hykeham Lincoln Lincolnshire
LN6 8QG **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
03-26.5	Refer the request for free use of the Civic Offices to the October Finance & Policy Committee meeting, including the suggestion regarding refreshments.	Deputy Clerk/Town Clerk	15 th October 2026
03-26.6	Publicise receipt of the £15,000 NKDC grant on the Council's website, social media and in the newsletter.	Deputy Clerk	ASAP
03-26.7	Confirm autumn planting dates for mid-October.	Deputy Clerk / Services Team	ASAP
03-26.7	Refer proposed planter relocations to Estates & Operations Committee and collate any alternative location suggestions received from Councillors.	Deputy Clerk	9 th October 2026
03-26.8	Review eligible expenditure, application criteria and arrangements for approving urgent requests without waiting for the next Committee meeting.	Working Group	ASAP
03-26.8	Identify appropriate contacts within local schools and ensure correspondence specifically refers to supporting children.	Deputy Clerk	ASAP
03-26.8	Present the revised policy to the next C&P meeting, with a view to making a recommendation to Finance & Policy.	Working Group / Deputy Clerk	ASAP
03-26.9	Continue arrangements for the Remembrance Service in accordance with the proposed running order.	Deputy Clerk	11 th November 2026
03-26.10	Approach external organisations to establish whether they would be willing to organise the event on 21st or 22nd November 2026.	Cllr Lofts	ASAP