



North Hykeham Town Council

Minutes of the Community & Planning Committee meeting 04/25
held on Thursday 4th December 2025 at 7pm

Councillors Present: A Cruickshanks (Chair), M Lofts, A Marshall, T Ogden, K Sampson, R Sylvester

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

In Attendance: L Appleyard (Assistant Clerk)
E Whittle (Admin Assistant)

04-25.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.

The Chair confirmed that this would be Mrs Appleyard's final meeting as she will be leaving the council and gave thanks for her hard work and passion. She has left things in a much better state than they were.

Apologies for absence and reasons given were presented for Cllrs Stewart, Harrison, YS Sampson, Rawson and Wray

It was **RESOLVED** to accept the absence and reasons given for Cllrs Stewart, Harrison, YS Sampson, Rawson and Wray.

04-25.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011.

There were no declarations of members interest.

04-25.3 Draft Minutes of the Community and Planning Committee meeting held on 2nd October 2025 to be approved as Minutes.

It was **RESOLVED** to accept the draft minutes of the meeting held on 2nd October 2025 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

04-25.4 Chair's Items.

Chair raised that non councillor representation needs improving and the committee needs to consider how to engage and encourage other local organisations to come and join the council and get involved.

The Chair and Town Clerk recently attended a meeting at S.R.P.A with their head teacher Mr Hardy and it was hoped they would attend a meeting with the Head Teacher at North Kesteven School in Jan' 2026 to see if they would be interested in joining as a Non-councillor to the C&P committee.

The Chair made reference to the committee being a part of engagement with the community about the future possibilities of a new skatepark.

04-25.5 Correspondence and Clerk's Items.

L. Appleyard presented the findings of the Road Safety Partnership's seven-day survey, which collected speed data from three locations. The results did not meet the criteria required to justify the installation of a new speed camera.

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

- Email from NKDC Street Naming Officer re 42B Beverley Grove, LN6 8JJ
- Email from NKDC Street Naming Officer re 38B and 38C Mill Lane, LN6 9PD
- Email from NKDC Street Naming Officer re Amelia Alice Interiors, 232 Lincoln Road, LN6 8NJ

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

25/0522/RESM – Teal Park II, Whisby Road, LN6 3UA – 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 including contaminated land remediation works (pursuant to application 09/0633/OUT and 18/0309/VARCON.
Comment: no comment.

25/1133/HOUS – 16 Ash Grove, LN6 8DU – construction of bay window, erection of fence panels on the boundary wall of the adjoining bungalow and installation of 2no Velux windows to rear elevation.
Comment: no comment.

25/1210/HOUS – 58 Station Road, LN6 9AQ – erection of two storey front extension, single storey side extension and two storey and single storey rear extension. Raise the existing ridge line. Render existing property and alterations to the front bay window, new window and door openings to side elevations.
Comment: no comment.

25/1261/FUL – Unit G1 Castings Way, LN6 9WG – addition of windows to front, side & rear elevations.
Comment: no comment.

25/1180/HOUS – 13 Medway Crescent, LN6 8UB - proposed single storey pitched roof extensions to front and rear.
Comment: no comment.

25/1058/FUL – Land on Whisby Road, LN6 3AN – proposed commercial development to include a new single storey warehouse and two storey showroom, including service yard and parking.
Comment: no comment.

25/1292/PNH – 6 Eddystone Drive, LN6 8UH – single storey rear extension 4.0m in length giving an overall extension from the original wall of 8.0m, eaves height of 2.6m and maximum height of 3.7m.
Comment: no comment.

25/1099/ADV – Listers Toyota, Cheshire Road, LN6 3TA - removal of existing signage and the display of 3 no. illuminated fascia signs, 2 no. illuminated pylon signs, 1 no. non-illuminated pylon sign, 1 no. non-illuminated directional sign and 1 no. illuminated entrance portal.
Comment: no comment.

25/1163/TPO – 81 Vespasian Way, LN6 9ZZ - T1 – Oak – crown lift to 5 metres above ground level to reduce intrusion into garden space and prevent contact with the shed roof. Selective removal of the lowest branches to the north-east, directly above the garage roof. Crown reduction of lateral and upper canopy by up to 5 metres. Removal of branches up to 300mm in diameter to maintain tree health.

Comment: this is another example of tree work required to be carried out on a single row of trees bordering Vespasian Way. Developers should be taking some responsibility for leaving/planting these substantial trees so close to housing or perhaps building so close to

established trees. Notwithstanding the above, the Committee had no further comment on this application.

25/1230/TPO – 87 Newark Road, LN6 8RA – T1 - Lime – reduce crown height and spread by a maximum of 4m and crown lift to 6m agl to clear highway and cables.

Comment: the Committee had no objection to this application as it seems a sensible action to mitigate the concerns.

25/1259/TPO – 15 Cornflower Way, LN6 9UP – oak – prune lower branches that extend over the boundary by 3m to 5.2m, cutting back to the boundary line.

Comment: no comment.

25/1333/TPO – 4 Stone Moor Road, LN6 9QN – T16 Oak – selective pruning of the eastern crown from 8m to 6.5m (1.4m) to provide sufficient clearance from the property. Cut diameter is to be limited to 40mm to restrict the amount of dynamic mass removed.

Comment: no comment.

25/1395/TPO – 70 Arden Moor Way, LN6 9PP – T1 – Ash – approx. height 12-15m and approx. spread 8-10m – reduce to previous points (approx. 2.5m) and thin canopy by up to 15%.

Comment: As long as the work is carried out in accordance with the direction of the TPO and by suitably qualified personnel, no comment.

25/1392/TPO – 4 Ascot Way, LN6 9NU – T1 – Oak – crown lift the lowest branches by 1m all cuts conforming to BS3998 no cuts being larger than 30mm diameter at the final cut. To maintain a height of the crown for the owner to be able to continue gardening without smaller branches hitting him on the head. Reduce lateral branches going over the conservatory by at least 1.5m to reduce the number of acorns falling and hitting the roof.

Comment: As long as the work is carried out in accordance with the direction of the TPO and by suitably qualified personnel, no comment.

Update on actions from last Community and Planning Committee Meeting:

Item no	Action	Update
03-25.8	Remembrance at the Civic Offices – email to all Councillors to invite them to the event.	Completed.
03-25.8	Inflatable Santa's Grotto to be purchased.	Completed.
03-25.8	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.	Completed.
03-25.9	Community Emergency Plan – to produce two versions of document.	Ongoing
03-25.10	Community Engagement Policy for forwarding to F&P Committee.	Completed at F&P Oct meeting
03-25.11	Precept Planning 2026/2027	Agenda item at this meeting
03-25.14	Planning Applications comments to NKDC	Completed

04-25.6 Receive the Community and Planning Committee's latest Income and expenditure report, to 28th November 2025

The Income and Expenditure report was reviewed. It was noted that the costs for 'Security' and 'First Aid' for the 2025 Christmas Fayre were not included in the report.

Cllr Lofts highlighted the importance of promoting the various grants available to small businesses within the community. It was suggested that social media and the Town Gazette would be effective platforms for this, and that this should be treated as a priority in the New Year

04-25.7 To discuss community issues raised by organisations represented within the Community & Planning Committee

Mr Reynolds provided updates on Hykeham in Bloom. It was reported that the street planter post on Cornflower is rotting. The Services Team Manager had been informed, although no action had been taken to date. All other planters were noted to be in acceptable condition.

Mr Reynolds also shared details of a 'Seed Swap' event scheduled to take place in February 2026 at the Library, with further information to be provided in due course and advised that although the volunteer group had been relatively quiet recently, one new volunteer has joined. He concluded by expressing his appreciation to L. Appleyard for her support and enthusiasm on behalf of the Bloom team.

The Chair highlighted the recent successes of the Library and Members gave thought that there was a need for improved communication and coordination between the Town Council and the Memorial Hall when planning future family or music events, to avoid scheduling clashes.

04-25.8 Precept Planning 2026-2027

The Chair expressed his frustration regarding the limited Christmas decorations around the town, which Members discussed further.

It was **RESOLVED** that the Chair would prepare and submit a formal report to seek additional funding for enhanced Christmas lighting from 2026 onwards.

It was further **RESOLVED** that an additional £400 be added to budget lines events equipment, events security and events first aid to support the organisation of an additional community event in 2026.

04-25.9 Review of the C&P Committee's 5-year plan

It was **RESOLVED** to replicate the 2025/2026 costs into the 2026/2027 budget and to reassess the figures for 2027/2028.

The Chair noted that 'Spring 2027' remains a placeholder pending further discussion and confirmation of the proposed Spring Event. Mr Reynolds suggested that April/May 2026 would be an ideal time to hold a Family Kite Festival. The Chair confirmed that no funds are required in Year 2 (2026/2027) for the North Hykeham Trail, although this is expected to change as the project progresses.

The Chair advised that discussions regarding Noticeboards would be deferred to a future meeting. Cllr Lofts added that consideration should be given to standardisation and potential locations.

The Chair also expressed his appreciation for the significant amount of work undertaken by Cllrs Sampson on the Neighbourhood Plan.

04-25.10 2025/2026 Events Planning

Christmas Fayre, 29th November, 11am-3pm

L. Appleyard provided a review of the Christmas Fayre and shared positive feedback received from traders. The Services Team were commended for their efforts. It was noted that the usual issues relating to traders and vehicle access occurred and will need to be considered and improved for next year. The Chair congratulated all involved on a successful event.

It was **RESOLVED** that the next Christmas Fayre should be held on Saturday 28th November 2026.

Although not listed as this agenda item, the Chair allowed Members to continue to discuss event planning for 2026/2027:

Annual Town Meeting, Community Awards and Community Groups Fair, Thursday 9th April 2026

L. Appleyard circulated the draft poster and nomination forms. The Chair confirmed the availability of SRPA school for the AGM.

Summer Sundays 2026

Dates suggested for the 2026 Summer Sunday events were the 19th July, 16th August and 20th September.

New event for Summer 2026 Event

Discussions were had regarding hosting a 'Family Kite Festival' on 23rd May 2026.

Hykeham Trail

The Events Working Group is working on refreshing the Hykeham Trail, with three routes and the addition of information boards in parks with key information about the area. The plan is to launch the Trail in May 2026, particularly as this is local community and history month as well as national walking month.

Remembrance at the Civic Offices – Wednesday 11th November 2026

The Chair reflected on the 2025 event, expressing how well it had gone. It was suggested a permanent war memorial be placed at the Civic Offices; to be discussed with Council.

Mayor's Events

Cllr Lofts advised that he is planning to hold two fundraising events - a quiz evening and a coffee/tea morning - in support of his chosen charity, St Barnabas Hospice.

04-25.11 Community Emergency Plan update – Cllr Wray.

In the absence of Cllr Wray, the Assistant Clerk informed the meeting that she and Cllr Wray had met with Kimberley Pickett at the end of October, who had confirmed that two versions of the Plan are to be produced; one with redacted personal details of volunteers for the public version and one with full details for the Town Council and the LERF. A few areas need to be finalised such as some more places of safety and some more volunteers.

The emergency kit would be supplied once the Plan was finalised and signed off. Ms Pickett had suggested a few additions be made to the emergency kit – pens, pencils, notebooks. She advised

that there should be a copy of the Plan kept in the emergency kit, as well as a copy be given to each volunteer.

Further volunteers are required; the Plan should aim for a core team of 10 volunteers plus a second group of volunteers covering the community more widely. Ms Pickett suggested that both teams have WhatsApp groups to aid communication and advised that it would be beneficial to recruit volunteers with specialist skillsets such as first aid, or a qualified tree surgeon, or a farmer with access to machinery such as tractors.

Members were informed that a desktop exercise to test the plan would take approximately 2 hours and all core volunteers will be required to attend. Members of the wider group of volunteers can also attend, and that the Civic Offices could be a suitable training venue.

The Chair suggested that further discussion on the plan should wait until Cllr Wray was in attendance.

04-25.12 Development of a Social Media Policy.

The Council is required to hold a Social Media policy and as such Members reviewed a draft policy to prepare for the Finance & Policy committee's consideration.

04-25.13 To consider the following Planning Applications:

LCC Ref: PL/0092/25 – Lincolnshire Energy from Waste Facility, Paving Way (Grid reference 493252) - development of a two-storey welfare cabin (retrospective).

It was **RESOLVED** that the committee had no comment.

25/1452/TPO - trees surrounding "The Forum" Business Park:

TP1 – box elder. Reduce limb towards building by 3m to upright dominant. Reshape and reduce tree from 9m to 7m to suitable growth points;

TP2 – silver birch. Tree is 12m in height, wish to reduce and reshape to approx. 9m to suitable growth points retaining secondary crown.

TP3 – ash. Remove limb towards the property at 2.5m above ground level. Reduce tree in height from 13m to approx. 10m to suitable growth points, tree has indications of stage 1-2 dieback.

TP4 – silver birch. Tree is around 13m high, we wish to reduce to 9.5m to secondary crown and suitable points. Reducing and reshaping lateral spread and removing one low branch towards the building and remove one poorly cut branch at 2m above ground level.

TP5 – silver birch. Tree is around 7m in height, we wish to reduce to 6m and crown lift over the highway and footpath to 3.2m above ground level. Reducing this tree will increase visibility along the turning and road edge.

TP6 – silver birch. Tree has bifurcated stem with twin leaders. Tree is approx. 13m and wish to reduce by 2-2.5m to suitable growth points and reshape remaining lateral spread.

TP7 – downy birch. Tree has a historical wound and cavity in the stem towards the property. With this in mind at the reduction needed to clear the property we wish to remove the tree and replant with a suitable species in this area.

TP8 – silver birch. Tree has many historical poor pruning cuts which have left open cavities in the main stem. The tree is now very top heavy with a large sail above these points. Due to this and

the reduction in the crown needed to relieve the stress on these cavities we wish to remove the tree and replant with a suitable species in this area.

TP9 – downy birch. Tree is very small in relation to its height. We wish to reduce and reshape the tree from 8m to 6m to suitable growth points.

TP10 – silver birch. Tree is approx. 12m in height and we wish to reduce by 3m and prune to suitable growth points to clear the building roof line.

TP12 – silver birch. Tree is approx. 12m and we wish to reduce the lateral leaders over the car park and highway by 3m and reshape the tree to suitable points. Tree is becoming very leggy due to these two spreading limbs. Pruning to retain and even canopy.

It was **RESOLVED** that the committee objects to the removal of TP7 and TP8 and that minimal maintenance should be carried out to the trees to achieve the objective.

04-25.14 Planning Decisions Received

LCC Ref PL/0056/25 - 25/0895/CCC – Landfill Site, Whisby Road – new welfare cabin (retrospective) - APPROVED.

25/0913/FUL - Virgin Media Hub Site Off Freeman Road External alterations to facilitate installation of air con unit – APPROVED.

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

25/0843/HOUS – 24 Chapel Lane – proposed two storey rear extension to dwelling and detached garage – APPROVED.

25/0956/HOUS – 10 Victor Drive – erection of single storey rear extension – APPROVED.

25/1036/HOUS – 24 Robertson Road – erection of front and rear single storey extensions – APPROVED.

25/0949/ADV – 23 The Forum – installation of 1no illuminated wall sign and 1no illuminated hanging sign to the front elevation of the building – APPROVED.

25/0871/HOUS – 12 Chiltern Way – erection of corrugated garage (retrospective) – APPROVED.

25/0798/HOUS – 78 Lincoln Road – erection of a first floor extension to create a two storey dwelling with single storey rear extension (revised description) – APPROVED.

25/0997/HOUS – 4 Wilkinson Lane – erection of a detached garage – APPROVED.

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

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

25/0973/RESM – 32 Station Road - reserved matters application for 1½ storey custom selfbuild dwelling with appearance, landscaping, layout and scale to be considered pursuant to planning application 24/1145/OUT – APPROVED.

24/1068/FUL – Witham Court, Fen Lane – erection of single storey side extension and extension to existing car park to create 28 additional spaces – APPROVED.

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

25/084/HOUS – 4 Pateley Moor Close – removal of existing conservatory, proposed single storey rear and side extension – APPROVED.

25/1046/HOUS – 8 Cromer Close – erection of garden room to side – APPROVED.

25/1035/HOUS – 11 Vulcan Crescent – erection of single storey flat roof rear extension, incorporating demolition of existing garage, extension and conservatory – APPROVED.

24/0786/FUL – land to rear of 36 and 38 Mill Lane – erection of 2 dwellings, ASHP, Solar PV Array and all associated works – APPROVED.

25/1102/HOUS – 78 Newark Road – erection of single storey rear extension with loft conversion and side dormer - APPROVED.

25/1210/HOUS - 58 Station Road - Erection of two storey front extension, single storey side extension and two storey and single storey rear extension. Raise the existing ridge line. Render existing property and alterations to the front bay window, new window and door openings to side elevations – APPROVED.

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

25/1180/HOUS – 13 Medway Crescent – proposed single storey pitched roof extensions to front and rear – APPROVED.

25/1261/FUL – Unit G1 Castings Way – Addition of windows to front, side and rear elevations – APPROVED.

25/1296/TPO – land adjacent 1 Justinian Way, LN6 9YZ – oak – remove secondary trunk and bough, all of which is decayed/rotten - APPROVED.

The meeting closed at 9:05pm.

Actions from this meeting:

Item no	Action	Allocated to	Date to be completed by
04-25.5	Distribute the results from the Road Safety Partnership Survey	Assistant Clerk	ASAP
04-25.6	Share information about Grants that are available to the communities and small businesses across social media, the website and The Gazette	Assistant Clerk	9 th Jan 2026
04-25.8	Submission of the Formal Report to support the request of additional funding for enhanced Christmas lighting from 2026 onwards.	Cllr Cruickshanks	5 th Feb 2026
04-25.8	Provide justification for an additional £400 be added to budget lines 4391, 4392 and 4393 to support the organisation of an additional community event each Spring, commencing in 2026.	Cllr Cruickshanks	18 th Feb 2026
04-25.9	Town Clerk to update the budget proposal to replicate the 2025/2026 costs for 2026/2027 and reassess for 2027/2028.	Town Clerk	ASAP
04-25.12	Draft Social Media Policy to be reviewed	F&P Committee	Next F&P meeting