



North Hykeham Town Council

Minutes of the Community & Planning Committee meeting 06/25
held on Thursday 2nd April 2026 at 7pm

Councillors Present: A Cruickshanks (Chair), M Lofts, D Lovejoy, D Rawson, K Sampson, H Stewart, R Sylvester, P Wray, D Rawson, T Ogden (Vice Chair), E Smith.

Non-Councillors Present: M Reynolds (Hykeham-in-Bloom), S Reid (SRPA)

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

06-25.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.

Apologies for absence and reasons given were presented for Cllrs Harrison and Cllr S Sampson and A Phillipson.

It was **RESOLVED** to accept the apologies for absence and reasons given for Cllrs Harrison and Sampson.

Apologies were also presented and accepted for M Biddulph and A Phillipson.

06-25.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011.

Cllr Lofts and Cllr Cruickshanks declared a personal interest in Item 11, as they were acquainted with individuals who had submitted applications for Community Grants. In view of the declaration made by the Chair, it was acknowledged that the Vice-Chair, Cllr Ogden, would take the lead for Item 11.

06-25.3 Minutes of the Community and Planning (CP) Committee held on Thursday, 5th February 2026.

It was **RESOLVED** to accept the draft minutes of the meeting held on 5th February 2026 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

06-25.4 Chair's Items

There were no items to report from the Chair.

06-25.5 Correspondence and Clerk's Items

- **Local Neighbourhood Policing Team Updates:** Members were informed of a recent update received from the Assistant Chief Constable.
- **Utilising Amateur Radio to Combat Isolation:** Members were advised that a local resident had made contact regarding the potential use of a Council venue to host an amateur radio group aimed at reducing isolation within the community. It was suggested that the resident be invited to attend a future Events Working Group meeting to discuss the proposal further and support informed decision-making.
- **North Hykeham Railway Station:** A resident had been raised questions concerning a pedestrian crossing near North Hykeham Train Station, which had been signposted to Lincolnshire County Council
- **Public Notice – Inns Close:** Public notice from Lincolnshire County Council regarding a proposed Order under the Road Traffic Regulation Act 1984 to introduce no loading restrictions, Monday to Friday between 8:00–9:30am and 2:30–4:30pm, on existing waiting restrictions on Inns Close and Richmond Drive. It was noted that the Town Council had previously objected to the introduction of double yellow lines in this area.

- **Final Proposal for Patient Services Hub:** Proposed changes to patient services to include the establishment of a Patient Services Hub at Pilgrim Hospital, Boston.
- **Street Numbering and Naming:** Street numbering updates for Plot 47 (Cleveland Avenue) now being designated as 83 Cleveland Avenue and change of name from Frankie & Benny's to Starbucks and BP Pulse Lincoln EV Hub on Runcorn Road.
- **NKDC Youth Groups:** North Kesteven District Council had requested information on youth groups available in North Hykeham for individuals aged 11–18. S Reid confirmed they would raise this with Sir Robert Pattinson School to gather relevant information for feedback.

Item no	Action	Allocated to	Date to be completed by
05-25.11	Promulgate the campaign via social media, hard copies, Council noticeboards (capacity permitting), and the Gazette.	Assistant Clerk	Completed
05-25.13	Draft and send letter to the Police and Crime Commissioner no later than 28 February 2026	Assistant Clerk	Completed

06-25.6 Receive the Community & Planning Committee's Income & Expenditure report to 27th March 2026

Cllr Cruickshanks drew Members' attention to the Net Expenditure which was noted.

06-25.7 2025/2026 Underspend

Members noted the committee's underspend on events for the 2025/2026 financial year. It was commented that Community Grants had not been applied for historically. It was clarified that the underspend under discussion related specifically to the events and entertainment element of the precept, and therefore Community Grants could not be considered within this context at this stage, however, Members felt that promotion of the Community Grants scheme should continue.

Cllr Rawson queried whether this level of underspend was typical. In response, Income and Expenditure data from the previous five years was shared, confirming that a similar pattern had occurred in each of those years.

It was further noted that the underspend indicates that funds are available to enhance community provision. Members agreed that this would be addressed moving forward, particularly through the development of the Summer Sunday events, informed by the recent community survey.

06-25.8 To discuss community issues raised by organisations represented by the Members of the Community & Planning Committee.

S Reid informed Members of a recently established student focus group at Sir Robert Pattinson Academy (SRPA), which has been exploring activities for young people during school holidays. Suggested initiatives included community litter picks, intergenerational activities with elderly residents, and a local North Hykeham sports tournament. Members noted that the group is particularly keen to focus on engagement with older residents, with initial plans to develop a community coffee morning. This proposal will be progressed further by the students.

Cllr P Wray reported that, following a recent visit to SRPA to present awards, they had spoken with the Head Girl, who has agreed to liaise with fellow students to gather ideas on how local parks could be enhanced to better engage older children.

06-25.9 Hykeham in Bloom – Plans for 2026

M Reynolds informed Members that a meeting of the Hykeham in Bloom volunteer group is expected to take place within the next 10 days, subject to confirmation of availability.

It was noted that agenda items for the meeting will include bulb planting at the Orchard and Tiber Road locations. Members were also advised that the installation of bird and bat boxes is planned for later in the year.

Volunteers are expected to commence work on planters in early June. It was further suggested that local primary schools, Scouts, Brownies, Guides, and similar groups be invited to participate in bulb planting activities to encourage community involvement.

Cllr A Cruickshanks requested a volunteer from the Committee to act as the Council's representative for Hykeham in Bloom, following the resignation of Cllr A Marshall from this role. Any interested Councillor is asked to notify the Assistant Clerk.

06-25.10 Emergency Plan – Cllr P Wray

Cllr P Wray reported that he had met with Kimberley Pickett, Community Resilience Officer at Lincolnshire County Council, and had been advised to list the Community Emergency Plan as "pending" until a suitable venue has been secured. Members noted that responses from potential venues are currently limited. Once a venue is confirmed, the Plan will be submitted.

Cllr Wray further advised that he will be speaking for five minutes at the forthcoming Annual Town Meeting to outline the initiative and invite volunteers to register their interest in supporting the Plan.

It was noted that Cllr Wray was unable to attend the recent desktop training session but intends to attend the next available session. Cllr Cruickshanks thanked Cllr Wray for his work to date.

M Reynolds left the room - 19:46hrs

06-25.11 Grant Applications

Thorpe on the Hill Preschool: Members considered an application from Thorpe on the Hill Preschool for £500 towards roofing repairs. Concerns were raised that the organisation is not based within North Hykeham, and that the application lacked sufficient detail in relation to how the proposed funding would support North Hykeham residents. It was suggested that the applicant may wish to direct their request to Thorpe on the Hill Parish Council.

M Reynolds returned - 19:49hrs

It was **RESOLVED** that the application be refused on the grounds that it is not sufficiently specific to North Hykeham residents and lacks adequate detail regarding the proposed use of funds.

North Hykeham District Girl Guiding: Members considered the application from North Hykeham District Girl Guiding for £1572.14 for the hire of a commercial gas BBQ, food preparation table, propane cannister, chafing dish and chafing dish fuel can. It was noted that the group operates beyond the North Hykeham area. Concerns were also raised that the application related to a £500 deposit for an item to be hired, whereas the Council's Grants Policy specifies that funding must be for purchased items only.

Cllr Lovejoy suggested that the applicant be encouraged to submit a revised application for an item that can be purchased, in line with the policy. The Clerk advised that the current application does not meet the requirements of the Council's Grants Policy as it was for the hiring of

equipment and not a permanent purchase; the application, therefore, could not be considered further.

The Joy Foundation: Members considered the application from The Joy Foundation for £615 for a laptop, Microsoft 365 family membership for 1 year and a printer.

It was noted that the organisation had previously been awarded grant funding on three occasions. Members discussed whether this could be perceived as bias; however, it was confirmed that there are no restrictions within the policy regarding the number of times an organisation may be awarded a grant.

It was **RESOLVED** that the application from The Joy Foundation be approved and a grant of £615 be awarded.

06-25.12 Hykeham Trail

Cllr Cruickshanks outlined the vision for the Hykeham Trail, explaining that its purpose is to guide residents and visitors around the town while highlighting key points of interest and the history of North Hykeham. Accessibility has been a central consideration in its development, ensuring the trail can be used by all members of the community.

It was noted that the new trail is intended to replace the existing Hykeham Trail developed in 1999, which is no longer considered accessible.

Members expressed strong support for the initiative, noting its potential appeal for families and community groups. It was also suggested that, as awareness grows, members of the community may contribute additional information and ideas to enhance the trail.

Further suggestions included incorporating the trail into wider community events and initiatives, such as a community scarecrow trail or Easter egg hunt.

Cllr Smith and Cllr Cruickshanks will undertake a joint walk of the route for quality assurance purposes. Following this, the trail will be published on the Council's website and promoted via North Kesteven District Council and social media. Engagement with local schools will also be explored to gather feedback and encourage involvement.

It was **RESOLVED** that the Hykeham Trail be approved and promoted to the community, subject to the completion of all quality assurance checks.

M Lofts and D Rawson left the room at 20:15hrs

06-25.13 Armed Forces Covenant

T Ogden left the room at 20:16hrs. D Rawson returned at 20:16hrs

Cllr Wray presented the 'Hub and Spoke' model to Members and outlined the recent presentation delivered at North Kesteven District Council to other local councils interested in signing the Armed Forces Covenant and learning from North Hykeham's experience.

M Lofts and T Ogden returned at 20:18hrs

The Town Clerk advised that the initiative is now being progressed at a national level, with the Society of Local Council Clerks (SLCC) inviting the Clerk and Assistant Clerk (Armed Forces Champions) to present at the 2027 conference, including participation in round table and breakout sessions.

It was **RESOLVED** that Witham St Hughs be included as a 'spoke' within the Hub and Spoke model.

06-25.14 Planning for the Annual Town Meeting and Community Fair – 9th April 2026

Members confirmed Councillor roles and responsibilities for the Annual Town Meeting and Community Fair.

It was agreed that information relating to the Hykeham Trail, Community Grant Applications, and Summer Sunday events be displayed on the Councillors' table. It was further agreed that suggestion and comment boxes be provided to enable members of the public to submit questions and feedback.

06-25.15 Christmas Lighting

Members agreed that improvements are required to enhance the festive atmosphere in North Hykeham during the Christmas period. Three proposals for lighting schemes to be displayed around the Village Green area and at the Forum were reviewed. Members noted that discussions were ongoing with Taylor Lindsey regarding potential collaboration on the Forum lighting scheme.

It was **RESOLVED** that the Fizzco three-year lighting plan, at a cost of £6031 + £2722 (excluding vat) per year for years 1 and 2 and then a cost of £5811 + £2722 (excluding vat) for year 3, be recommended to F&P for consideration of funding provision in the financial year 2026/27

06-25.16 Town Council Events planning – Events Working Group updates

Members received an update and questions posed from the Events Working Group for Members to discuss and resolve upon. Members were also informed of the updated results from the Summer Sunday community survey.

It was **RESOLVED** that trader fees remain unchanged at £15 for tables and gazebos, and £30 for trailers and vehicles.

It was **RESOLVED** that Summer Sunday events be held between 2:00pm and 5:00pm.

It was **RESOLVED** that at each event include a face painter, a circus act, and bouncy castles.

It was further **RESOLVED** that the Assistant Clerk be given discretion to allocate the remaining budget to additional entertainment and activities, ensuring value for money whilst meeting community needs.

It was **RESOLVED** that Loos4U be appointed to supply toilet facilities for the Summer Sunday events.

It was **RESOLVED** to extend the meeting by 15 minutes to 9.15pm

H Stewart left the room at 20:57hrs

06-25.17 Speed Indicator Devices

Members considered the current provision of Speed Indicator Devices (SID) and the potential for upgrading to an alternative model. Members felt that a new or different version would not be worthwhile as the data collected does not indicate a sufficient need and the investment cannot be justified in the long term.

H Stewart returned at 20:59hrs

No further action to be taken in relation to Speed Indicator Devices.

06-25.18 Development of C&P committee's 5-Year Plan

There were no comments from Members.

06-25.19 Planning Applications

26/0175/HOUS 19 Ripley Drive North Hykeham Lincoln Lincolnshire LN6 8JD
26/0250/HOUS 68 Moor Lane North Hykeham Lincoln Lincolnshire LN6 9AB
26/0258/HOUS 16 Elm Close North Hykeham Lincoln Lincolnshire LN6 8LT
26/0135/HOUS 65 Mill Lane North Hykeham Lincoln Lincolnshire LN6 9PA
26/0154/HOUS 34 Lincoln Road North Hykeham Lincoln Lincolnshire LN6 8HB
26/0318/TPO 6 Ascot Way North Hykeham Lincoln Lincolnshire LN6 9NU
25/1597/FUL Lincoln Co Operative Hykeham Green 261 Lincoln Road North Hykeham Lincoln Lincolnshire LN6 8NH
26/0354/TPO 26 Capito Drive North Hykeham Lincoln Lincolnshire LN6 9FZ
26/0278/HOUS 9 Filey Close North Hykeham Lincoln Lincolnshire LN6 8HT
26/0028/OUT Plot 30 Phillip Court North Hykeham Lincoln LN6 9RS
26/0342/HOUS 183 Lincoln Road North Hykeham Lincoln Lincolnshire LN6 8PB
26/0340/VARCON 121 Newark Road North Hykeham Lincoln Lincolnshire LN6 8QT
26/0339/HOUS 27 Russell Avenue North Hykeham Lincoln Lincolnshire LN6 9RH
26/0164/TPO Oaktree House 2 Ascot Way North Hykeham Lincoln Lincolnshire LN6 9NU
26/0181/TPO 4 Ascot Way North Hykeham Lincoln Lincolnshire LN6 9NU
26/0065/HOUS 5 Russell Avenue North Hykeham Lincoln Lincolnshire LN6 9RH
26/0268/TPO 1 Alford Mill Close North Hykeham Lincoln Lincolnshire LN6 9QR
26/0257/TPO 1 Grandfield Way North Hykeham Lincoln Lincolnshire LN6 9NZ

It was **RESOLVED** to ratify all comments made on the above planning applications

06-25.20 Decisions Received

The following received planning decisions were noted:

25/1452/TPO - trees surrounding "The Forum" Business Park TPO MODIFIED APPROVAL
25/1452/TPO – 1-28 The Forum, LN6 8HW – trees surrounding "The Forum" Business Park: TP1 box elder, TP2 silver birch, TP3 ash, TP4 silver birch, TP5 silver birch, TP6 silver birch, TP7 downy birch, TP8 silver birch, TP9 downy birch, TP10 silver birch and TP12 silver birch. TPO MODIFIED APPROVAL
25/1050/FUL - Demolition of existing semi-detached dwelling and construction of 1no. dormer bungalow (custom self-build) 23 Langley Road North Hykeham Lincoln Lincolnshire LN6 9RX APPROVED
25/1568/HOUS - Alterations and extension to existing bungalow: 44 Lincoln Road North Hykeham Lincoln Lincolnshire LN6 8HB APPROVED
25/1508/HOUS - Single storey rear extension and alterations to roof:41 Conway Drive North Hykeham Lincoln Lincolnshire LN6 8UA APPROVED
26/0019/TPO - Oak (N358) - reduce canopy by 0.5m overhanging 21 St Peters Avenue. Canopy reduction 2.5 - 3.5 metres. Overall crown reduction by 2 metres: 21 St Peters Avenue North Hykeham Lincoln Lincolnshire LN6 8QW APPROVED
26/0065/HOUS - Proposed single storey rear extension:5 Russell Avenue North Hykeham Lincoln Lincolnshire LN6 9RH APPROVED

06-25.21 To resolve whether the Council will move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the following confidential agenda item:

It was **RESOLVED** to move into a Closed Session

06-25.22 Consideration to approve an amended quote for an entertainer at a Summer Sunday event, in pursuance of the original agenda item and resolution by Town Council (12th March 2026)

Members were advised that a member of a band booked for a Summer Sunday event had contacted the office to clarify that their standard hire fee is £300, rather than the previously

presented £240. It was confirmed that the individual said he had felt under pressure at the time of the initial discussion when asked to produce their “best price.” Members considered the matter and acknowledged the clarification provided.

It was **RESOLVED** that the band’s hire fee of £300 be approved.

The meeting closed at 9:05pm.

Actions from this meeting:

Item no	Action	Allocated to	Date to be completed by
06-25.5	Invite the amateur radio resident to attend a future Events Working Group meeting	Assistant Clerk	7 th May 2026
06-25.5	Liaise with Sir Robert Pattinson Academy to gather information on youth group provision and feedback to the Committee.	S Reid	24 th April 2026
06-25.9	Councillors interested in representing Hykeham in Bloom to notify the Assistant Clerk.	Councillors	Next C+P meeting
06-25.10	Attend the next available Community Emergency Planning training session	Cllr P Wray	TBC - next available course date
06-25.11	Formally notify Thorpe on the Hill Preschool of the grant refusal, including reasons and signposting to Thorpe on the Hill Parish Council.	Assistant Clerk	ASAP
06-25.11	Formally notify North Hykeham District Girl Guiding of the grant refusal and advise that a revised application may be submitted in line with the Grants Policy.	Assistant Clerk	ASAP
06-25.11	Arrange payment for The Joy Foundation grant.	Assistant Clerk	ASAP
06.25-12	Undertake a quality assurance walk of the Hykeham Trail	Cllr E Smith, Cllr A Cruickshanks	ASAP
06-25.12	Publish the Hykeham Trail on the Council website and promote via social media and North Kesteven District Council once finalised.	Assistant Clerk	ASAP
06-25.12	Progress the Fizzco Christmas Lighting proposals to the Finance & Policy Committee for consideration.	Assistant Clerk	Next F+P meeting
06-25.16	Progress arrangements for Summer Sunday events, including: Booking agreed entertainment (face painter, circus act, bouncy castles) Appointing Loos4U for toilet provision Manage trader bookings in line with agreed pricing	Assistant Clerk	ASAP
06-25.22	Confirm updated band booking and arrange payment at the agreed rate of £300.	Assistant Clerk	ASAP