



North Hykeham Town Council

Minutes of the Community & Planning Committee meeting 08/24
held on Thursday 6th February 2025 at 7pm

Councillors Present: M Lofts (Chair), M Bennie, N Blanchard, R Johnston, W Lee, T Ogden,
D Rawson, K Sampson and P Wray

Non-Councillors Present: Mr M Biddulph, Mr M Reynolds and Mr M Watts

In Attendance: Mrs L Appleyard (Assistant Clerk)

08.24-1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting

It was **RESOLVED** to accept apologies for absence and reasons given from Cllrs A Cruickshanks and S Sampson. Apologies were noted from non-councillor member Mr A Phillipson.

08.24-2 Receipt of any Declaration of Members' Interest under the Localism Act 2011

Cllrs Ogden and Sampson declared non-pecuniary Declaration of Interest for item 08.24-10i) Community Grant Application from the 15th Lincoln Scouts Group.

Cllr Johnston declared non-pecuniary Declaration of Interest for Item 08.24-17 Planning Applications.

08.24-3 Notes of the Community and Planning Committee meeting held on 5th November 2024 be approved as Minutes

It was **RESOLVED** to accept the notes of the meeting held on 3rd December 2024 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

08.24-4 Chair's Items

The Chair reported that he had recently met with Sergeant Alex Taylor, who would be heading up the North Hykeham and Cliff Villages Policing Team. He said that they were hoping that the PCSO, Sarah, who is currently temporary, would be able to stay in the Team permanently; and that the intention is for the Team to work out of the Hykeham Police Station, rather than Lincoln.

08.24-5 Correspondence and Clerk's Items

The Clerk presented the following items of correspondence:

Email received from Jacqueline Foy, Definitive Map Officer, Public Rights of Way and Access, Lincolnshire County Council, 17th December 2024. Re: Highways Act 1980, Section 118 & 26, North Hykeham – proposed extinguishment of part of public footpath no 1 and proposed creation of an alternative public footpath (Russell Avenue to Mendip Avenue). Members of the Committee were canvassed for their opinions for overall comment by the Chair, as follows: "The Council has no objections on planning considerations, however, there does not seem to be a reason for making the change."

Email received from Dale Hardy, Sir Robert Pattinson Academy, 6th January 2025 – resignation from Community and Planning Committee. The Committee asked the Clerk to prepare a letter, for signature by Cllr Lofts, to be sent to Mr Hardy to thank him for his contribution to the Council and the Committee.

Email received from NK Planning, 7th January 2025. Re: Town and Country Planning Act 1990 (as amended) – Breach of Condition 4 (Fencing) of **22/0395/FUL**, 146 Station Road, LN6 9AT.

Email received from The Central Lincolnshire Local Plans Team, NKDC, 22nd January 2025, re: Central Lincolnshire Authority Wide Design Code update. Please see the report which has been prepared following the first stage of consultation on the Design Code:
<https://storymaps.arcgis.com/stories/db0157f7732c4b05a306768d27a34383>

Email received from Alison Ellis, Street Naming Officer, NKDC, 29th January 2025.
 Planning Ref: **21/0884/FUL**. Street Numbering -
 Plot 1 – 6 Bowlers Court, North Hykeham, Lincoln, LN6 9YD
 Plot 2 – 7 Bowlers Court, North Hykeham, Lincoln, LN6 9YD

Planning responses sent since last meeting

24/1366/TPO – 4 Ascot Way, LN6 9NU – T1 – Oak – to reduce the lowest lateral branch back by at least 2ft. Removal of epicormic growth of the main stem and give it a 10% crown thin. “The Council had no objection to this application as long as the work is carried out by a qualified tree surgeon.”

24/1362/TPO – Ripon House, 499 Newark Road, LN6 9NG – work to 17 x oak trees, including 4 x fells. “The Council is unable to comment fully as the application is specifically about a large amount of trees and there is no report from the Tree Officer as to the impact of these works. Any comment or objection is subject to all works being done by a professional and the approval or no objection made by a tree officer’s report.”

24/1449/TPO – Beckhead Park, Haze Lane – T1 – Oak – removal of tree. “The Council had no objection to this application, provided removal of the tree is agreed by the Tree Officer and the work is undertaken by qualified tree surgeons.”

24/1431/FUL – Weaver Road Leisure Centre, Weaver Road – change of use from vacant sports centre to a SEND school. “The Council had no objections, and were supportive of new school provision in the area.”

24/1376/HOUS – 128 Lincoln Road, LN6 8EF – replacement front boundary wall and new electric sliding gate and permeable resin driveway. “The Council had no comment on this application.”

24/1345/FUL – Scott Storage, Stephenson Road, LN6 3QU – proposed extension (use class B8) and external alterations including new signage and cladding, installation of 2 ev charging points and solar pv panels. “The Council had no comment on this application.”

Update on actions from last Community and Planning Committee Meeting:

Item No	Action	Update
07.24-5	NKDC draft “Active Travel Strategy” – does the TC need to make a response? Cllr Cruickshanks to view report.	Cllr Cruickshanks has looked at report and provided comments. No further action required.
07.24-5	2 x TPO applications – to be sent to Committee members for comment. Overall comments to be provided by Chair and Vice Chair.	Responses sent to NK Planning.
07.24-6	Christmas Trees and Lights budget - to be discussed at next meeting of the Committee, in February.	Agenda item – February meeting.

07.24-8	Precept Plans 2025-26 – C&P wish £20k to remain in the precept plans for events.	Clerk informed TC – to F&P – to Town Council
07.24-9	Christmas Fayre 2024 – email traders to give them the date for 2025.	Clerk sent emails 24/12/2024
07.24-9	2026 events – all to bring ideas about 2026 events to the next meeting of C&P Committee.	C&P 06/02/2025
07.24-10	Community Emergency Plan	Agenda item – February meeting. Cllr Bennie to update.
07.24-12	Planning Responses to NKDC	Responses sent to NK Planning

08.24-6 Receive the Community Committee’s latest income and expenditure report

The latest I&E report (to 31st January 2025) was noted.

08.24-7 To discuss community issues raised by organisations represented within the Community & Planning Committee.

Royal British Legion - Mr Watts said that if the Council was planning to have a Remembrance Day event on 11th November at the Civic Offices this year – the RBL Union Flag could be provided.

Hykeham in Bloom – Mr Reynolds reported that there was a good covering of snowdrops and aconites at St Aiden’s Park. There were early signs that wildflower seeds planted at Millenium Lake were growing. Unfortunately, some of the plants in the planters had suffered from the wet weather over the winter, particularly the pansies. He said that would be meeting with staff from Pennells Garden Centre the following day to discuss the supply of some new plants for the planters. He reported that he would be liaising with the Council’s Services Team Manager soon about the siting of bird and bat boxes in the Old Orchard.

The Chair asked Mr Reynolds to thank the Bloom team for their hard work and efforts.

Hykeham Twinning Association – Cllr Johnston said that the Association would be having an information stall at the forthcoming Community Groups Fair at the Annual Town Meeting. The Association would be holding a “silent auction” in April to raise funds for the summer trip of a delegation from Denzlingen to North Hykeham. The delegation from Germany would include a choir and performances in North Hykeham were being planned.

Scouts – Cllr Sampson reported that the Scouts team were working on the programme for the forthcoming year, including an off-shore sailing trip. The Scouts would soon be in the process of re-applying for the lease of the Apex Lake from the lake’s owners. The Chair asked Cllr Sampson to keep the Committee informed of progress.

08.24-8 2025 Events Planning – Standing Item – to include an update on plans for the Annual Town Meeting – Cllr Bennie – and feedback from the Events Working Group – Cllr Ogden.

Cllr Ogden reported that the Events Working Group had met in January and discussed 2025 events.

i) Summer Sundays 2025: 20th July, 17th August and 21st September

The Group had recommended that the timing of the Summer Sundays stay as 2pm-5pm, the same as previous years. The Group had suggested that there be an extra attraction at the August Summer Sunday and had considered having some classic cars on the Green.

Mr Reynolds said that he was currently sourcing bands for the Summer Sundays and would be liaising with the Clerk about this. He said that he was happy to continue distributing Summer Sunday posters and putting posts on Facebook. Cllr Blanchard thanked Mr Reynolds for the work

he undertakes for the Summer Sundays. He said that the Council's new website should be live by the time publicity was being sent out for the Summer Sundays and it was hoped that this would assist greatly with informing the public about the events.

The Events Working group requested the Committee agree to the booking of toilet hire, security, first aid, food traders, as well as agree timings for the 2025 Summer Sundays.

It was **RESOLVED** that the Summer Sundays be held at 2pm-5pm on each date, and that bookings go ahead for toilet hire, security, first aid and food traders.

ii) **Christmas Fayre 2025: 29th November**

The Events Working group requested the Committee agree to the booking of security, first aid, road closure, Rhubarb theatre, ice rink and Santa's Grotto for the Christmas Fayre.

It was **RESOLVED** that bookings be made for the security, first aid, road closure, Rhubarb Theatre, ice rink and Santa's Grotto for the Christmas Fayre.

iii) **Annual Town Meeting and Community Awards 2025: 10th April**

Cllr Bennie reported that some nominations had been received for the Community Awards but more were needed. There would be a Community Groups Fair from 6pm and the Clerk was currently sending out invitations to community groups to have stalls at the Fair. The draft Agenda for the Annual Town Meeting (ATM) was being put together and would include the presentation of the Community Awards and a contribution from the evening's special guest, Sean Dunderdale, BBC Radio Lincolnshire. There was some discussion about having an interval during the ATM so that members of the public could view the stalls at the Community Groups Fair further, but it was concluded that this could be difficult to manage and would interrupt the flow of the meeting.

08.24-9 To receive an update about the Community Emergency Plan – Cllr Bennie

Cllr Bennie updated the Committee on the draft Community Emergency Plan. He thanked Cllrs Rawson and Wray for volunteering to act as Emergency Community Co-ordinators. Cllr Bennie said that the Council's Plan will provide a back-up document to assist the emergency services in the event of an emergency situation. More volunteers from the community would be required to assist in the event of an emergency and thought needed to be given on how to recruit volunteers.

Cllr Bennie said that further work was required on the Plan before it can be sent to the Lincolnshire Resilience Forum (LRF) for approval and he asked Councillors to send him and Cllr Johnston their comments on the draft Plan. Once the Plan is agreed by the LRF, they provide training sessions for volunteers and a grant of £300 for the purchase of hi-viz clothing and radios.

It was **RESOLVED** that Councillors would send comments about the draft Plan, as soon as possible, to Cllrs Bennie and Johnston and that the Plan would be discussed at the next Town Council meeting in March.

08.24-10 To consider applications for Community Grants.

Cllrs Ogden and Sampson left the meeting at 8.11pm.

i) **15th Lincoln (North Hykeham) Scout Group**

The Committee considered the Application from the 15th Lincoln (North Hykeham) Scout Group for a Community Grant to assist with the purchase of two kayaks, with paddles and buoyancy bags. The Committee was supportive of the Application.

It was **RESOLVED** that a grant of £1,239 be awarded to the Scout Group.

Cllrs Ogden and Sampson returned to the meeting at 8.17pm.

ii) The Joy Foundation

The Committee considered the Application from The Joy Foundation for a Community Grant to assist with the purchase of a laptop. The Committee was supportive of the Application.

It was **RESOLVED** that a grant of £500 be awarded to The Joy Foundation.

Mr Reynolds left the meeting at 8.20pm.

08.24-11 To discuss revisions to the Community Grants Policy in light of changes to the Council's Calendar of Meetings.

Following the Council's decision to change the Calendar of Meetings 2025/2026 – some changes to the wording in the Community Grants Policy were required. The Committee discussed the suggested amended wording as follows:

Section 3, page 2 "Application Procedure". The Community and Planning Committee will consider applications at its meetings to allow for fair and proper consideration to all requests. The deadline for receipt of applications is the 10th of the month preceding meetings of the Committee, as follows:

- 10th May, for determination at June meeting;
- 10th July, for determination at August meeting;
- 10th September, for determination at October meeting;
- 10th November, for determination at December meeting;
- 10th January, for determination at February meeting; and
- 10th March, for determination at April meeting.

Additionally, all mention of "Community Committee" to be amended to "Community and Planning Committee". Cllr Blanchard requested that an additional sentence be added to the final section of the Policy, along the lines of "NHTC reserves the right to refuse / defer an application."

It was **RESOLVED** to agree the changes to the Policy, with the wording set out as above, and send the Policy to the Finance and Policy Committee for agreement.

Mr Reynolds returned to the meeting at 8.23pm.

08.24-12 To review the purchases of Christmas Trees and lights for 2025 – Cllr Lofts.

Cllr Lofts reported that in recent years the Council had purchased two Christmas trees – one for the Village Green and one for outside the Spar shop, Newark Road. He asked the Committee to review this and consider the purchase of additional trees for other locations in North Hykeham. The Committee discussed various options for the location of other trees including Manor Farm, St Aiden's Park, roundabouts and The Forum. Cllr Johnston suggested obtaining sponsorship for the trees and lights. Cllr Sampson and Cllr Blanchard suggested using a company to put up lights in the trees on the Village Green.

It was **RESOLVED** that the Clerk would research the potential cost of the purchase of an additional three trees, alongside the cost of hiring lights for the Village Green.

08.12-13 To consider the purchase of a charger for the Speed Indicator Device (SID).

The Council owns a Speed Indicator Device (SID) which is placed on lamp columns (by the Services Team) on Moor Lane, Station Road, Meadow Lane and Lincoln Road, on a rotational basis. The data is downloaded when the SID is returned to the office, usually on a weekly basis.

The data has not been presented to Councillors for several years, for various reasons. Unfortunately, the Device stopped working some months ago. A charger was borrowed from South Hykeham Parish Council, as they have the same type of device, which resulted in the issue being identified as the charger being faulty. The cost of a new charger for the device is £149.60.

The Committee discussed whether the Speed Device was still required and whether the Council should be considering the purchase of other types of speed devices.

It was **RESOLVED** that a new charger for the current SID should be purchased and that consideration of the purchase of further speed devices be added to the 5-year development plan.

08.12-14 To consider a response to the Consultation on a proposed Special Educational Needs and Disabilities Hub at NK Academy.

The Committee considered the consultation document sent by NK Academy concerning a proposed Special Education Needs and Disabilities Hub to be located at the school.

It was **RESOLVED** that the Clerk write to NK Academy to express the Committee's support for the proposal.

08.12-15 To consider how to mark the occasion of the 80th Anniversary of VE Day, 8th May 2025.

Communities are being asked to take part in a "shared moment of celebration" on Thursday, 8th May to mark the 80th Anniversary of VE Day - by lighting beacons or lamps of peace, raising VE Day flags and ringing church bells; as well as other community celebrations.

Last year the Council purchased an official 80th Anniversary D-Day flag for 6th June 2024, which was displayed on the Village Green flagpole for a week. The cost of an official VE Day Anniversary flag is £44.80. Discussion was held about whether the Council should purchase a remembrance flag instead of the VE Day flag, which could be flown for the VE Day Anniversary as well as for Remembrance Day.

It was **RESOLVED** that the Council purchase a "Lest we Forget" joint forces remembrance flag, at the approximate cost of £40 and that the flag should be raised on the Village Green at 9am on 8th May.

Councillors discussed whether the Council should celebrate the VE Day Anniversary in any other way. Cllr Sampson said that he had still got the Christmas 2023 Scouts' Peace Light from Bethlehem which he had kept lit for the DD Anniversary last year and he continues to maintain the flame.

Cllr Blanchard suggested that the Clerk find out what plans are being made at All Saint's Church to celebrate the Anniversary, as perhaps the Council could partner with the Church to have a service. Mr Watts said that his RBL group was too small in number to do their own celebration but that they would be happy to join in an event with the Council.

It was also suggested that a minute's silence be held at the beginning of the AGM and Town Council meeting being held on 8th May.

Due to the time nearing 9pm - the Chair asked the Committee if they wished to vote to continue the meeting after 9pm or stop the meeting, as the rest of the agenda could be conducted at the next meeting (5-year development plan) and via email (planning applications).

It was **RESOLVED** to end the meeting.

The meeting closed at 9pm.

Actions from this meeting:

Item no	Action	Allocated to	Date to be completed by
08.24-5	Letter of thanks to Mr D Hardy.	Clerk & Cllr Lofts	asap
08.24-7	Royal British Legion flag available for the Remembrance Day event at the Civic Offices (11/11/25).	Clerk to note	
08.24-7	Mr Reynolds to relay thanks of the Council to the Hykeham in Bloom team for their hard work and effort.	Mr Reynolds	02/04/2025
08.24-8	Bookings be made for toilet hire, security, first aid, food traders for the Summer Sundays 2025.	Clerk	02/04/2025
08.24-8	Bookings be made for security, first aid, road closure, Rhubarb Theatre, ice rink and Santa's Grotto for the Christmas Fayre.	Clerk	02/04/2025
08.24-9	All Councillors to send comments to Cllrs Bennie and Johnston about the draft Emergency Plan.	All	24/02/2025
08.24-10	Grant Application to 15 th Lincoln (North Hykeham) Scout Group to be processed.	Clerk	Asap
08.24-10	Grant Application to The Joy Foundation to be processed.	Clerk	Asap
08.24-11	Community Grants Policy – revisions to be made to the Policy and sent to Finance & Policy Committee.	Clerk	13/02/2025
08.24-12	Christmas Trees and Lights – Clerk to research cost of additional purchase of trees; and the cost of hiring lights to be put up in trees on the Village Green.	Clerk	02/04/2025
08.12-13	SID – new charger to be purchased.	Clerk	02/04/2025
08.12-14	Letter of support to be sent to NK Academy re proposed SEND Hub.	Clerk	10/02/2025
08.12-15	A “Lest we Forget” joint forces remembrance flag to be purchased.	Clerk	02/04/2025
08.12-15	Clerk to contact All Saints’ Church to find out what plans are being made to celebrate the VE Day 80 th Anniversary.	Clerk	02/04/2025