



North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 01/25
held on Thursday 12th June 2025 at 7pm

Councillors Present: C Briggs (Chair), N Blanchard, A Cruickshanks, K Harrison, J Holt, G Killingworth, F W Lee, M Lofts, A Marshall, T Ogden, D Rawson, S Sampson, SP Roe and P Wray.

In Attendance: Mrs G Culverwell – Deputy Clerk
Mr J McArthur - Services Team Manager (STM)

20 Members of the public.

Public Session

The Chair, Cllr C Briggs welcomed members of the Public and invited them to speak within the allotted 15 minutes. Members of the public enquired if the drainage report was in closed session which was confirmed by the Chair and to be discussed later in the meeting. The public wanted to know which Cemeteries the working group had attended and that North Hykeham residents are not aware that the Cemetery is closed to coffin burials. Bore holes within the Cemetery are monitoring the water table and the Cemetery is maintained on a regular basis with resources attending twice a week. The Cemetery working Group are looking at the Cemetery Policy. A member of the public has had many views on a post, the Chair commented that the Council have to conform to legislation.

Several members of the skating community attended to show their level of support regarding what is going on with the skatepark. The Chair mentioned that The Council are very proud of the Skatepark, unfortunately the structure is crumbling and ROSPA agreed it is now dangerous. The Council hope to replicate a similar Skate park to Skellingthorpe and get designs, prices etc. A public consultation would likely take place.

The Council were thanked for keeping the Skatepark going for as long as it had and probably exceeded its life span.

All public left at 19.20pm

01.25.1 Election of Chair and Vice Chair for 2025-26

Cllr C Briggs was nominated for the position of Chair.

It was **RESOLVED** that Cllr C Briggs be elected as Chair.

Cllr G Killingworth was nominated for the position of Vice Chair.

It was **RESOLVED** that Cllr G Killingworth be elected as Vice Chair.

01-25.2 Apologies for absence and acceptance of reasons given

No apologies were received as all Councillors were present.

01.25.3 Receipt of any Declaration of Members' interests under the Localism Act 2011

Cllr S Sampson declared an interest regarding item 15. There were no other Declarations of Members' Interest.

01-25.4 Notes of the Estates & Operations Committee meeting held on 17th April 2025 to be approved as the Minutes of that meeting

It was **RESOLVED** to accept the notes of the Estates & Operations Committee meeting held on 17th April 2025 as a true record of the meeting. These were signed accordingly.

01-25.5 Chair's Items

The Chair had no items the Chair had just returned from holiday

01-25.6 Correspondence and Clerk's items

Items of correspondence were presented and noted as:

- The vehicle tags have been ordered ready for the planned vehicle tracking.
- Fraser Consulting Report has arrived.
- To note LCC acknowledgment of receipt of the bus shelter assets (excluding the one at the rear of the Forum) To adjust the asset register for the completion of this matter.
- Response regarding the Collapsed drain identified by Highways in Cllr Dyers report: We believe the collapse to fall somewhere near the inside of the hedge line on the allotment side. With the depth of the pipe, this isn't something I would worry that any digging would disrupt. It's a small pipe that wouldn't create a depression anywhere and in terms of allotmenters growing their crops, not even potatoes would reach the depth of the pipe so they should be safe.
- Chapel Lane hedge has been cut back

Updates from the last meeting were presented as:

Item No:	Action	Updates
9-24.9	Fen Lane Skate Park – report to be brought to the April meeting of the E&O Committee.	Update -June 2025 E&O meeting Item 15
9-24.11	Bus shelters – To present to C&P cttee for consideration of use to the local community	Item 14
9-24.12	A working group to be established to discuss the Cemetery Policy and future	Ongoing Item 17
9-24.13	Arrange for site/asset inspection evenings on 2 dates in June, to commence at 6.30pm.	Completed, dates arranged
9-24-14	Development of Committee's 5 year plan	Ongoing

01-25.7 Review of the E&O committee's latest Income and Expenditure.

The Council received the latest Income and Expenditure Report in a different format due to the new chart of accounts commencing in the new financial year 2025/26.

It was **RESOLVED** to approve the latest Income and Expenditure Report

01-25.8 Receive the latest Services Team Report.

The Services Team Manager (STM) presented his monthly report. He spoke to the Committee about the following items:

- The Cllrs were taken through the new play equipment installations
- A deep clean of existing play equipment was carried out with the hired water bowser pressure washer.
- 2 dead trees had been removed
- The service team had successfully run a condensed programme using the new tractor resulting in a more efficient completion of works in 1 week rather than 2.
- The Japanese Knotweed spraying appears to be effective
- Health and safety Executive carried out a safety audit.

Cllr S Roe thanked the Service Team Manager for conducting the site observation and his time, which was very beneficial and encouraged other Councillors to attend.

01-25.9 Consideration of replacing a bench at Grange Park with regard to the STM's suggestion.

Members decided to replace the bench with the design presented by the STM. Cllr Cruickshanks mentioned that the agreement would be for this replacement only and not to be used as a template for all bench replacements.

It was **RESOLVED** to purchase the recommended bench for Grange Park.

01-25.10 Consideration of allowing an air monitoring device to be installed within North Hykeham.

The Council were asked if they would be happy to have the air monitoring equipment within North Hykeham. The Council decided that the installation of air quality monitoring would be beneficial particularly if sited in a busy area. Following a discussion the Council agreed to work with NKDC in accommodating the air monitoring equipment.

It was **RESOLVED** to allow the air monitoring equipment to be installed at North Hykeham.

01-25.11 Review the spraying arrangements for Allotment holders' consideration for the Service Team to carry out spraying at the Allotments.

The Council were made aware that spraying by allotment holders was being carried out without any certification which could, unintentionally, impact other plot holders. An allotment holder would require an adequate area for growing therefore, spraying should be up to the allotment holder. A guide /basic training on how to safely spray was considered as an alternative to having Council staff spray the allotments.

It was **RESOLVED** for the STM to put together a guide on spraying along with the recommendation that off the shelf products only could be used.

01-25.12 Consideration as to whether to extend the lease on the small electric van (due to expire Oct 2025) or whether to source a new lease vehicle.

The leased electoral vehicle is up for renewal in September; however, the current vehicle is too small, a larger van would be of more use. The Council asked if the lease could be extended and at the time this was understood to be not the case. The Council would like the Service Team Manager to gather specifications and 3 quotes to include higher purchase costs for comparison. The purchase outright of a van could not be accommodated within the budget until autumn at the earliest with the start of the next financial year being more preferable.

The Council **RESOLVED** to instruct the STM to look at what new vehicle is needed, decide what is required and to gather 3 quotes including HP costs.

01-25.13 To note Community and Planning discussion regarding the bus shelter at the Forum.

Cllr Cruickshank (Chair of Community & Policy Cttee) summarised that the bus shelter could be considered for use as a book exchange and Information point. Estates and Operations Cttee to note and make modifications to the structure. The C&P committee would like this item to remain with them.

Members questioned the viability, who would look after/stock it that not many people would use it although the North Hykeham Information might generate interest. Cllr Lofts stated that the demolition of the bus shelter was thought to be £10,000.00 however, this was based upon the cost to another Council which included the disposal of asbestos. The service team manager advised the cost of demolition for NHTC bus shelter would be half of that or could be removed by the service team, there is no asbestos present.

- 01-25.14 Review the future of Fen Lane Skatepark, in consideration of the latest ROSPA Inspection report, to include a media/communication strategy.**
Cllr Briggs (Chair) welcomed the positive comments received by the skating community present at the meeting regarding the Council's ability to keep the skatepark going through repairs and maintenance. It would be prudent to demolish the skatepark allowing skating on open ground. Costs for demolition would need to be requested ideally with completion by July.
A working group would be required along with involvement from the Skating Community. The Council working group to consist of: Cllr's Killingsworth (Vice-Chair), Cruickshanks, Ogden, Harrison, Marshal, Lee, Lofts and Roe. A press release would need drafting to explain that the Skatepark had become unsafe and that alternative options are being looked at by the Council.
The Clerk requested the Council to ratify the decision to close the Skatepark as an emergency measure. The Clerk requested the Council to consider agreeing to go to a tender process with Skatepark companies. The Council declined. The Clerk requested the Council allow the project to move forward by initially agreeing to fund the project if third party funds cannot be secured. Grant funding applications to run parallel. The Council declined.
- The Council **RESOLVED** to ratify the decision to close the Skate Park with immediate effect based on the ROSPA and STM advise.
The Council **RESOLVED** for the Skate Park to remain closed and for it to be demolished on receipt of 3 quotes.
The Council **RESOLVED** to form a working group and to agree the media strategy to keep the public informed.
- 01-25.15 To receive updates from the Cemetery Review Working Group on the review of the Cemetery Policy and consideration of the future service provisions/use of the North Hykeham Cemetery.**
Cllr Killingsworth (vice-Chair) reported that there was no update until the drainage report had been looked at.
- 01-25.16 Consideration of outsourcing open/closing of the changing facilities hire to existing security company.**
To ensure the security of the building over the weekend the Council were asked if the Security Company could open up and lock up the facilities for the Saturday and Sunday hirers. The security company would charge an hour's rate.
Cllr Roe commented that if people could not monitor procedures, then the hire agreement would be ended.
- The Council **RESOLVED** to not use the security firm to open and close the building over a weekend.
- 01-25.17 To respond to enquiry regarding placing signs for dog walkers to keep dogs on a lead on Town Council assets.**
Cllr Dyer had an enquiry from a resident regarding signage to request dogs are kept on a lead. The Council decided that this was outside their remit and would be unenforceable. The Village Green would be checked to ensure the signage was compliant.
- The Council **RESOLVED** to continue not to impose a Dogs on Leads policy.
- 01-25.18 Consideration to adopt the Playground Risk Management Policy as recommended by the Service Team Manager.**
The Service Team Manager had compiled a Playground Risk Management Policy which the Council would send to Finance and Policy Committee for approval.
- The Council **RESOLVED** to ask F&P to consider adopting the Playground Risk management Policy.

01-25.19 Development of the committee's 5-year plan – standing item

Cllr Roe mentioned that NKDC would be completing a review of bins and suggested that NHTC should take up their offer. The 5-year plan could then be updated once how many bins are known. In order to cover the start of rolling programme the street furniture budget would need funds for yr1.

The Council **RESOLVED** to increase the Street furniture Budget for this year to £3200.00, to be approved by F&P, to cover the start of the rolling programme to replace the bins.

01-25.20 To note the boiler at the Community Hub has been replaced

Despite ongoing repairs, the boiler could not reach the required temperature to pass the Legionella Testing. The Clerk used emergency powers to authorise the replacement of the faulty boiler.

01-25.21 To consider whether locks should be placed on the allotment gates for security.

The Council were informed that there were incidents of fly tipping and abandoned animals at the allotments, the installation of locked gates could help prevent this happening. The Council noted that the fencing was low and that the allotments did not warrant locked gates.

The Council **RESOLVED** to not have locked gates at the allotments.

*9pm - It was **RESOLVED** to extend the meeting by 10 minutes*

01-25.22 To consider whether the Committee will move into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the following confidential item:

The Council **RESOLVED** to move into closed session.

01-25.23 Receive a report from the playground working group to consider the replacement of equipment in various locations during the current financial year.

The Council discussed the report submitted choosing option B as the scheduled replacements. It was noted that there were gaps in the costing regarding the wet pour.

The Council **RESOLVED** to opt for option B with the Service Manager and Clerk to confirm installation costs and discounts.

*9.10pm – It was **RESOLVED** to extend the meeting to 9.30pm*

01-25.24 To receive the Consulting Report as commissioned by the Council.

Following a discussion regarding the drainage consultation report, the Council decided that there was a need to create a validated summary prior to the release of the report if the consultation company agreed. The Council would like a meeting with the Environment Agency and residents to discuss the Cemetery.

The bore hole monitoring contract was due to expire. Cllr Blanchard mentioned that this should be treated as cemetery maintenance, therefore, the monitoring process would continue as Cemetery maintenance.

The Council **RESOLVED** to make a report with a summary available if the consultation company agreed.

The meeting closed at 9.26 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
01-25.09	Purchase a bench for Grange Park	Deputy Clerk	
01-25.11	Allotment holders to receive guidance from the Service Team on how to spray at the Allotments.	STM	To accompany plot holders' tenancy agreement pack.
01-25.12	3 quotes to be gathered for a replacement vehicle	STM	In time for the August's E&O
01-25.13	A working group to be formed/ to meet	Skatepark Working Group	Ongoing
01-25.13	3 Quotes for the demolition of the Skatepark to be gathered.	Clerk	By July
01-25.13	Media statement to be composed re closure /demolition of the Skatepark	Skatepark working group	Ongoing
01-25.15	Cemetery Review Working Group to meet	Cemetery Review Working Group	Ongoing
01-25.18	Playground Risk Management Policy	F&P to consider adoption	
01-25.23	Replacement playground equipment costs to be revisited in terms of discounts and installation	STM/Clerk	
01-25.24	Consulting Report – to request a summary of the report from the consultation company and a version which could be made available to the public. To invite EA to a meeting with TC, and residents	STM Clerk	