



# North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 01/26  
held on Thursday 11<sup>th</sup> June 2026 at 7pm

**Councillors Present:** S Roe (Chair), D Rawson (Vice Chair), A Cruickshanks, J Holt, G Killingsworth, M Lofts, T Ogden, P Wray.

**In Attendance:** Mrs M Parker – Town Clerk  
Mrs E Williams – Assistant Clerk  
Mr J McArthur - Services Team Manager (STM)

**01-26.1** The committee were asked to nominate a Chair and Vice Chair.

It was **RESOLVED** that Cllr Roe be appointed Chair of the Estates & Operations Committee for the 2026/2027 municipal year.

It was **RESOLVED** Cllr Rawson be appointed for Vice Chair of the Estates & Operations Committee for the 2026/2027 municipal year.

**01-26.2** **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 R Sylvester, H Stewart, K Harrison and S Sampson.

It was **RESOLVED** to accept all apologies for absence and reasons given.

**01-26.3** **Receipt of any Declaration of Members' interests under the Localism Act 2011**

There were no Declarations of Members' Interest made.

**01-26.4** **Minutes of the Estates & Operations Committee meeting held on 16<sup>th</sup> April 2026 to be approved as the Minutes of that meeting**

It was **RESOLVED** to accept the minutes of the Estates & Operations Committee meeting held on 16<sup>th</sup> April 2026 as a true record of the meeting. These were signed as the Minutes of that meeting accordingly.

**01-26.5** **Chair's Items**

There were no items from the Chair.

**01-26.6** **Correspondence and Clerk's items**

The Clerk welcomed the new Assistant Clerk. Items of correspondence were presented and noted as:

- After recent water investigations carried out during the soakaway works at Witham Fields, there was cause for concern as to the water levels under the ground on the lower field. To address these issues the Service Team Manager (STM) will need to carry out a detailed survey on the lower field and ascertain drainage options and suitability for sport thereafter.
- The damage to the car park wall at Fen Lane has been reported to the council's insurers and we are awaiting quotes to get the wall repaired; indicative proposals for repairs range from repairing the wall as best as is possible (cannot get like-for-like bricks due to the age of the wall) to demolishing the whole wall and building a new one.

Updates from the last meeting were presented as:

Item No:	Action	Updates
06-25.14	To acquire 3 quotes for a skatepark and enquire about funding.  Skatepark Project Consultation.	Quotes from two companies received. Awaiting the third. Lists of funding opportunities obtained.  Request for C&P to carry out consultation is ongoing.
06-25.09	Offer to promote Hykeham Tigers girls' football team on the Council's social media.	Completed.
06-25.11	Another quote for the Village Green light to be repaired.	Agenda item at this meeting. Just received third quote today.
06-25.12	Validate residency for memorial bench and progress to purchase/install if valid.	Completed. The bench has been delivered, installation on 4 June 2026.
06-25.13	Allotments Policy update to F&P.	Completed.
06-25.15	Dogs on leads signage at VG entrances.	Ongoing. On order.
06-25.16	New/Replacement van purchase/lease.	New van purchased.
06-25.17	Confirm that Council will not contribute finances to the maintenance of a private road.	Completed.
06-25.20	Accept the quote from JMH Ltd to provide the new soakaway and surface water drainage connections.	Completed.
06-25.21	Accept the quote from ALS for fencing repairs to the boundary of a domestic property at the boundary with Poppyfields.	Completed.
06-25.22	Purchase the Hustler Trim star SD 36".	Completed.

#### 01-26.7 **Review of the E&O committee's latest Income and Expenditure**

Members noted the latest Income and Expenditure Report to 3 June 2026.

#### 01-26.8 **Receive the Services Team Report**

The STM presented his monthly report. He spoke to the Committee about the following items:

- The vehicle replacement procurement had been completed to meet the needs of the Service Team.
- New soakaway/ACO drains/stormwater system. This was making good progress to prevent car park flooding. ACO drains installed. Foul sewer outlet close to completion and septic tank/pump completed.
- Play equipment installations had been completed at St Aiden's and Memorial despite challenging weather conditions and vandalism of the wet pour. Village Green Tower at Memorial completed after the supplier rectified a couple of issues. Restoration of some classic pieces of equipment with heritage value to give them a new lease of life. Village Green Bandstand cleaned in advance of Summer Sundays this year. A question was asked about the fencing on the Village Green. Spray paint has been obtained; this was picked up on the post installation phase.

**01-26.9 Review the current lease for Field 40 and consider future leasing options including any legal support required.**

The Council can evidence the last signed lease which expired in 2024 and is registered at the Land Registry. The peppercorn rate has not been paid for 2023/2024 nor any invoicing since 2024. The Council has been cutting the grass even though there is no requirement within the old lease for this. It was noted the lessee has the equipment to do this themselves and maintain hedges etc. If the lease is reissued the Council would need to reconsider the terms and conditions.

It was **RESOLVED** to write to the North Hykeham War Memorial Hall & Playing Fields Trust to offer a new lease for a peppercorn rent, on the basis that the lessee pays the legal fees involved in rectifying/getting a new signed Lease produced and registered. If this proposal was not accepted a higher rent would be charged to cover costs incurred by the Council to arrange a new lease.

**01-26.10 To review the provision of community raised planting beds and other structures at Sharp Walk allotments.**

The STM reported on the planting beds, pergola and bench which were in a bad state of disrepair and need immediate attention. No groups or individuals wanted to make use of them. They had also been offered to allotment holders who also did not want them. Suggestions were made for them to become extra allotment plots and take out the raised beds or make the raised beds good so disabled users could maintain these if wanted.

It was **RESOLVED** that enquiries would be made of the public to see if they want raised beds retained or new plots.

**01-26.11 Development of the committee's 5-year plan**

The Town Clerk went through the list of items for this financial year and the next financial year. The decisions and changes made will help the Committee with its precept planning.

**01-26.12 To consider improvements to preserve the protected zone on Witham Fields dedicated to restoring biodiversity and natural habitat connectivity – Service Team Manager.**

The STM confirmed there was no official bike track at Witham Fields, the 'track' was leftover spoils from the creation of the old skatepark. Options considered were to fence off the land, reprofile it or turn the track into a formally managed track. Members felt that the option to retain the area as a track should be explored with advice from RoSPA.

It was **RESOLVED** that the STM would seek advice from RoSPA and return with appropriate information to the next Committee meeting.

**01-26.13 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 items:**

It was **RESOLVED** to move into Closed session.

**01-26.14 To consider quotes for the upgrading of the CCTV system at the Civic Offices and Community Hub.**

Members considered quotes for the upgrades to the CCTV system. It was noted that monies for the upgrade would need to be affirmed by the Finance & Planning Committee.

It was **RESOLVED** to recommend the quotes from Lincoln Security for the upgrades to the CCTV at the Civic Offices and the Community Hub to a total value of £23,411 exc. VAT, to F&P.

**01-26.15 Consider the quotes to repair a lamp on the Village Green.**

The STM had obtained three quotes for the repairs to two lamps on the Village Green which members considered.

It was **RESOLVED** to accept the quote from Eon to a value of £1,100 exc. VAT, to go ahead with the works.

**01-26.16 Receive and consider recommendations from the Playground Equipment Working Group.**

The working group and STM had visited all the parks. A list of 8 items had been generated to replace worn/end of life items. The Clerk advised that no budget had been precepted for 2026/2027 for new/replacement play equipment and that there was an earmarked reserve of £65k which would include £25k for year 3 programmed repairs and safety surfacing works and £10k to install a Supernova at St Aiden's Park. The working group suggested 4 items to be considered for purchase as priority this year, in addition to a Supernova at St Aiden's Park. Members were reminded that the Council had resolved it would not install wooden play equipment.

It was **RESOLVED** that the STM accurately understands the cost of repairs that need to be made in 2026/2027 and thereafter 4 pieces of play equipment and a Supernova be purchased and installed subject to cost.

As there is no budget available for new equipment this resolution would be presented to F&P for further consideration of financial support.

The meeting closed at 8.55 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
01-26.9	Contact the North Hykeham War Memorial Hall & Playing Fields Trust to offer a new lease.	Assistant Clerk	As soon as possible.
01-26.10	Enquire with the public to see if they want raised beds retained or new plots.	Deputy Clerk	As soon as possible.
01-26.12	Talk with RoSPA and obtain appropriate information.	STM	By August meeting
01-26.14	Proceed with the quotes from Lincoln Security and recommend to F&P June meeting.	STM/Clerk	As soon as possible.
01-26.15	Instruct Eon regarding the Village Green lights to be repaired.	Assistant Clerk	As soon as possible.
01-26.16	Send the recommendation on play equipment to the F&P Committee.	Clerk	June F&P meeting.