North Hykeham Town Council

Minutes of the Estates and Operations Committee meeting 02/26
held on Thursday 13th August 2026 at 7pm

Councillors Present: P Wray (Chair), S Roe (Vice Chair), A Cruickshanks, R Sylvester, H Stewart, G Killingsworth, M Lofts, T Ogden.

In Attendance: Mrs M Parker – Town Clerk
Mrs E Williams – Assistant Clerk
Mrs I Edwards – Admin Assistant
Mr J McArthur - Services Team Manager (STM)
1 Member of the public.

Public Session

One member of the public was in attendance who had some further questions about the recent extraordinary meeting of Council which had been held on 30 July 2026, regarding decisions on the cemetery. He questioned why single depth burials were not permitted but second interments into an existing double-depth grave were, to which it was explained that this was because the ground in a re-opened grave would be more compacted and therefore more stable to sustain a re-opening; investigations into ground conditions had shown that the sand and gravel aspects to the land made new digs being susceptible to unexpected water ingress and risk of collapse of the grave. The member of the public continued to ask a list of questions and was reminded that the public session should be for statements to be made and that with the large number of questions he had, that these should be put in writing to the Council so he could receive a full written response from the Council. The member of the public continued to ask questions and at 7.10pm was reminded by the Chair that the public session was only 15 minutes long and again advised that this list of questions should be submitted to the Council for a full written response.

Public Session ended at 7.13pm and the Member of the Public left the meeting.

Cllr Wray welcomed everyone to the meeting and thanked them for their support.

02-26.1 Election of the Chair and Vice-Chair for the Estates & Operations Committee 2026-2027.

The committee were asked to nominate a Chair and Vice Chair. Nominations were made for Cllr Wray as Chair and Cllr Roe as Vice Chair.

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

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

02-26.2 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 J Holt and K Harrison.

It was **RESOLVED** to accept all apologies for absence and reasons given from Cllrs Holt and Harrison.

02-26.3 Receipt of any Declaration of Members' interests under the Localism Act 2011

There were no Declarations of Members' Interest made.

02-26.4 Minutes of the Estates & Operations Committee meeting held on 16th 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 11th June 2026 as a true record of the meeting. These were signed as the Minutes of that meeting accordingly.

02-26.5 Chair's Items

There were no items from the Chair.

02-26.6 Correspondence and Clerk's items

The Clerk confirmed there were no items of correspondence to present, and gave the following items to be noted as:

- The damage to the car park wall at Fen Lane has been repaired.
- ASB on the Village Green and Dorchester Park had escalated to hate crime and threats with a knife. We are liaising with Lincs Police and NKDC. Evidence provided to both stakeholders. More patrols and dispersal orders were being put in place.
- Skatepark consultation is open over the summer and will conclude late September to allow for data to be prepared for next E&O meeting. Third and fourth quotes for skatepark obtained, ready for discussions in conjunction with consultation results.
- Playpark funds will be reviewed in December regarding new equipment.

Updates from the last meeting were presented as:

Item No:	Action	Updates
01-26.9	Contact the North Hykeham War Memorial Hall & Playing Fields Trust to offer a new lease.	Agenda item at this meeting.
01-26.10	Enquire with the public to see if they want raised beds retained or new plots.	Agenda item at this meeting.
01-26.12	Talk with RoSPA and obtain appropriate information regards the 'track' on Witham Fields.	Agenda item at this meeting.
01-26.14	Proceed with the quotes from Lincoln Security and recommend to F&P June meeting.	CCTV contracts given 2 months' notice for termination, ending on 3 September. CCTV installed at the Hub, with Civic Offices due to be completed by 24th August.
01-26.15	Instruct Eon to repair the Village Green lights to be repaired.	Completed.
01-26.16	Send the recommendation on play equipment to the F&P Committee.	Completed. Finances to be reviewed by committees in December 2026 as there is no budget for new play equipment in the current financial year.

02-26.7 Review of the E&O committee's latest Income and Expenditure

Members noted the latest Income and Expenditure Report, up to 4 August 2026.

02-26.8 Receive the Services Team Report

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

- Full reduction of a tree at St Aiden's to include taking off boughs and made safe.
- Tree surgery at Chapel Fields/Capito Way undertaken as far as possible and allowed.

- Play equipment annual assessment went well by RoSPA. Number of medium risk ratings down a third from last year which is positive. The new Supernova will be getting installed at St Aiden's Park next month.

02-26.9 To receive the survey results and consider future options regarding community raised planting beds and other structures at Sharp Walk allotments.

The Town Clerk reported on the results received from the survey regarding the planting beds, pergola and bench which were in a bad state of disrepair and need immediate attention. The results showed from the responses received that most people would prefer to use the beds as community plots rather than separate, tenanted, allotments.

It was **RESOLVED** that the raised beds would be retained and refurbished to be used as community plots, the bench would be maintained, and the pergola would be taken down.

02-26.10 Review of the public car park provision at Witham Fields, in consideration of complaints regarding lack of parking.

Various options discussed regarding the car parking situation and the car park being too full. It is a public car park, except for the gated part belonging to Civic Offices only. The Town Clerk confirmed that the council had lost regular bookings of the Civic Offices due to the parking issues. Members felt the issue should be revisited at October's meeting.

It was **RESOLVED** that cones and boards would be put out on some of the spaces in the car park to reduce the amount used, and to contact the NHS at Witham Court to ask their staff use their own spaces first instance before using the parking at Witham Fields.

02-26.11 To receive and consider the recommendations from RoSPA regarding the undesignated structure at Witham Fields currently used as cycle 'track' – Service Team Manager.

The Services Team Manager (STM) confirmed he had met with the RoSPA inspector, who had raised no major concerns regarding this area but had advised that the large holes which had been dug out must be filled in and any overhanging trees in the line of travel were to be cut back. Reprofiling was suggested with regards the ditch and hedge line with an embankment/bunding rather than fencing. Estimated costs had been gathered which would allow the area to be turned into a managed facility.

It was **RESOLVED** that the STM report on to the E&O meeting in October (with specific costings and proposed actions, to include bunding and fencing, with three options to be presented) and in the meantime, the STM would make this area safe by filling in the large dug out holes.

02-26.12 Management of football pitches at Witham Fields

The Town Clerk said that following on from the drainage issues on the bottom part of Witham Fields, Hykeham Tigers had spoken to the STM and approached Lincolnshire Football Association for help regarding this. Lincolnshire FA had provided details of the 6-yr funding programme they offer as well as their support which is available to the council to improve the quality of the football pitches and investigate issues with the drainage on the lower tier pitches should it choose to go ahead with the application grant. Part of the grant requirement would be for the council to give an assurance to a local football team that it could play on the site for 10 years. Members discussed that this should be Hykeham Tigers as the club is the current users of the pitches and had been consistently without issue for many years. It was felt that the assurance for 10 years would not have any bearing on the lease fees charged to the club during that period.

It was **RESOLVED** to apply for a grant from Lincolnshire FA to improve the quality of the pitches at Witham Fields, subject to agreement by Hykeham Tigers to the 10 years assurance to be granted by the council.

02-26.13 Development of the committee's 5-year plan

The Town Clerk went through the list of items planned for this financial year and proposed for the next financial year. The decisions and changes made help the Committee with its precept planning for 2027/2028.

02-26.14 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.

02-26.15 Review the lease of Field 40 and consider future legal support required.

The Memorial Hall trust had confirmed they would agree to pay all financial costs associated with a new lease and that they had requested either a 100yr lease or a 60yr lease with a peppercorn rent. Members considered the information received regarding implementing a new lease, as well as how to proceed with legal advice.

It was **RESOLVED** to appoint new firm of solicitors to deal with Council business and to draft a new lease in relation to Field 40 for a 25-year period at rent of £10 per annum.

02-26.16 Consider quotations to procure an Inspection App to manage Playgrounds, allotments and cemetery.

Three quotes and Teams meetings had taken place with three separate companies which members considered.

It was **RESOLVED** to go with the recommendations produced in the report and accept the quote and Inspection app presented by Safer Play.

02-26.17 Receive an application for a memorial bench to be installed on Witham Fields and consider the capacity on Town Council owned land for future memorial bench applications.

Members considered the application and capacity for future applications.

It was **RESOLVED** that the current application would be accepted. Regarding future applications, the Chair and STM would go and visit appropriate sites to assess capacity and locations and report back at the next meeting.

02-26.18 Review of operational management of Mill Lane Cemetery and the Cemetery policy.

Members considered the new procedures required to facilitate the burial of a coffin in an existing double-depth grave, where one burial already existed. Word document was finalised for this procedure and prepared for publication. It was agreed to form a working group to include 2 councillors, the Services Team Manager and the Assistant Clerk, to review the Cemetery Policy and consider the use of the remaining land at the cemetery.

It was **RESOLVED** that a link to the CDS report would be put onto the council's website.

The meeting closed at 8.59 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
02-26.6	Skatepark. Assistant Clerk to liaise with Deputy Clerk regarding the consultation and results of this over the summer ready for October's meeting	Assistant Clerk and Deputy Clerk	By October's meeting.
02-26.9	Maintain and refurbish the bench and allotment beds in the survey and turn them into community plots. Take down the pergola.	STM	As soon as possible.
02-26.10	Organise cones and notices for parking spots at Witham Fields. Also email NHS contact at Witham Fields.	Assistant Clerk	As soon as possible.
02-26.11	Present report and 3 quotes for 'track' at Witham Fields. In the meantime, make it safe regards holes.	STM	As soon as possible.
02-26.12	Apply for grant from Lincs FA and approach Hykeham Tigers regards length of lease and price increases.	Assistant Clerk	By October's meeting.
02-26.15	Approach other solicitors as recommended.	Assistant Clerk	As soon as possible.
02-26.16	Instruct Safer Play regards the Inspection app	Assistant Clerk	As soon as possible.
02-26.17	Progress application for memorial bench to completion. Look at capacity and locations for future applications.	Assistant Clerk Chair and STM	As soon as possible. By October's meeting.
02-26.18	Update to be amended and distributed. Letter to go to deed holders and undertakers. Link to CDS report to be put online. Cemetery working group to meet and report back on options and policy for next meeting.	Town Clerk STM and Assistant Clerk	By October's meeting.