



North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 03/25
held on Thursday 9th October 2025 at 7pm

Councillors Present: C Briggs (Chair), A Cruickshanks, K Harrison, J Holt, G Killingworth, M Lofts, T Ogden, D Rawson and R Sylvester.

In Attendance: Mrs G Culverwell
Mr J McArthur - Services Team Manager (STM)
1 Members of the public (arrived after the Public Session)

Public Session

No public present.

Cllr R Sylvester was welcomed to the meeting as an observer, as she was not currently an appointed committee member, it was agreed that Cllr Sylvester join the meeting and be afforded voting rights at this meeting.

03-25.1 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 Roe, Wray, Marshall and Sampson

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

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

There were no other Declarations of Members' Interest.

03-25.3 Notes of the Estates & Operations Committee meeting held on 14th August 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 14th August 2025 as a true record of the meeting. These were signed as the Minutes of that meeting accordingly.

03-25.4 Chair's Items

No items from the Chair

03-25.5 Correspondence and Clerk's items

Items of correspondence were presented and noted as:

- 2 x regular complainants from there rear of the St Aiden's Orchard have complained that apples are being thrown into their gardens. They have been advised to report the ASB to the police, which one of them has done and has taken claims for property damage to her house insurers. Assistant Clerk has also made the police aware of the allegations. Resident has asked if we will remove (a) windfall and (b) all apples from the trees. Council considered these issues before deciding to expand the orchard, and when asked to remove apples last year the council said it would not do that
- Letter from Sports England.

Updates from the last meeting were presented as:

Item No:	Action	Updates
02-25.04	Services Team Manager look into mechanical options to clear windfall from the Old Orchard and report back to the next meeting	Service Team Manager will give a report
02-25.06	Public meeting regarding the Mill Lane Cemetery to be held on Wednesday 3rd of September 2025 at 7pm, at the Community Hub, with a reserve date of the 10th of September	The Meeting took place on 3 rd September 2025 as requested.
02-25.09	Memorial bench application (in memory of the late Lewis Wells) be approved and the Clerk to continue the arrangements for the purchasing of the new bench.	Ordered awaiting delivery.
02-25.10	Extend the lease on the Renault Kangoo van to the end of September 2026	Completed.
02-25.11	Land owner be contacted to discuss options for the old brick bus shelter	Completed
02-25.12	Replace items of play equipment at the Village Green, Memorial Park, and St Aiden's park, as per the quotations received, and to request finances be made available from the Playground EMR and CIL monies to support the precepted budget	Play equipment has been ordered.
02-25.13	Advertise the old chairs and tables from the council's Chambers on the council's Facebook page and website for free collection for a month, and any remaining thereafter to be disposed of via scrap merchants	All chairs and some tables have been collected.
02-25.14	Draft Cemetery policy be presented to the F&P committee to review and recommend to Town Council that it be adopted	Adopted by the TC on 11 th September (Minute 03-25.14)
02-25.15	Ratify the appointment The CDS Group to provide an initial assessment report and to support the future management of the Mill Lane Cemetery	Ratified (Minute 02-25.15)
02-25.16	Inform the complainant that Council would not erect specialist fencing to protect land at a property on the boundary of Glebe Park	Completed.
02-25.17	Deputy Clerk to arrange appropriate meetings with various parties to gather ideas on designs, skatepark constructor details, and the experiences of going through such a process from Skellingthorpe	Meetings arranged and completed.
02-25.18	Send booking forms and event management plan to Taylor's Fair to host a funfair on the Village Green for 1 week from 6th of October	Completed -all paperwork completed/submitted
02-25.21	Accept the quotation from CDS to continue monitoring at the Mill Lane Cemetery to assist with the future management of the site	Resolved (Minute 02-25.21)

03-25.6 Review of the E&O committee's latest Income and Expenditure

Members noted the latest Income and Expenditure Report, no comments made. The Deputy Clerk advised that the budgets are under adjustment until the end of the year.

03-25.7 Receive the Services Team Report

Members received the latest Services Team Report.

The Service Team Manager took members through the report highlighting the introduction of a paperless office. This will include an introduction of inspections to be digitally logged hence the requirements of a bank (4) iPads to be held in the Office.

Reactive works on various trees were required where boughs had come down, mainly due to the dry conditions.

Grange Park vandalised 2 benches have been replaced.

Members were informed of the failing soak away, the runoff rainwater drains into from the carpark creating flooding; there will be a cost implication for the repair.

The electricity charging point has been repaired and a new service level agreement has been negotiated.

03-25.8 Receive a report from the public meeting held 3rd September 2025 regarding Mill Lane cemetery and consideration of any further development of the Cemetery.

Cllr Cruikshank gave a full account of the meeting held on 3rd September 2025. A good discussion was had with the Environment agency and the public with an opportunity for a question-and-answer session.

The CDS representative was a very knowledgeable geologist with vast experience in this domain.

Bore holes will continue to be monitored throughout December. All information was well received.

Cllr Briggs (Chair) thanked Cllr Lofts for chairing the meeting and found the CDS explanation of the problem, a layer of clay then gravel resulting in rainwater not being able to get through the clay, very useful.

CDS will continue to do further tests to find a way forward.

It was **RESOLVED** to wait for the CDS report to be submitted before deciding the next course of action.

Member of the public left the meeting at 19.40

03-25.9 To consider issues surrounding control of cold-water temperatures in certain areas of the Community Hub – report from Services Team Manager

The Service Team Manager gave a report regarding the problems with the water temperatures at the Community Hub. The cold water is still running high with temperatures reaching a level where the levels for legionella could be breached with 5 failures already occurring. This is despite regular flushing of water which in itself is a waste and not environmentally friendly.

The Service Team Manager recommends reviewing all associated costs and practicalities related to decommissioning parts of the system that have a minimal utilisation plus costs to recommission. All kitchen facilities and 2 toilets would remain open with active legionella measures in place.

It was **RESOLVED** for the STM to investigate options to isolate the shower room and present it with associated costs and comparisons.

03-25.10 To consider whether to retain or remove a town council asset which is no longer used for its original purpose (unused brick bus shelter on Malton Road)

The Deputy Clerk was able to confirm that the land the bus shelter sits on belongs to the Forum. Any alterations or removal would require permission informing the management company along with a step-by-step programme and a commitment to make good the land should the bus shelter be removed.

It was **RESOLVED** to leave the bus shelter as it is until such time as the landowner requires its removal.

03-25.11 Receive a report from the Services Team Manager on mechanical options for clearing windfall from the Old Orchard and consideration of recommendations

The Service Team Manager had identified a mechanical pulping machine that would allow apples to be reduced. The cost however would be circa £11,000.00.

The Council had been contacted by a volunteering group that are looking for environmental works needing to be completed. They could pull a package of volunteers together to work on dealing with the apples. They are happy to collect the apples next year as a project. A small advertising budget may be required which would be an item for C&P to consider.

It was **RESOLVED** to not spend any money on machinery. The STM to pursue options for volunteers to gather wind falls next year and to liaise with the environmental group.

03-25.12 Consider the type of replacement vehicle required in October 2026.

The Service Team Manager presented a report to the Council for a decision on whether to purchase or lease a vehicle once the lease expires on the current van in 2026 and it is returned, and which type of fuel would be preferable.

Cllr Killingsworth had spent time researching this topic at length. A leased vehicle would bring no further costs to be incurred. The photovoltaic panels on the roof of the Civic Offices along with the service agreement now in place would be the most cost effective.

The Committee is recommended to lease an electric vehicle.

It was **RESOLVED** to lease an electric vehicle to replace the current van and to ask the Service Team Manager to research prices and van specifications.

03-25.13 To consider next steps for the development of a new skatepark at Witham Fields

Cllr Briggs gave a brief summary of the meetings held on the 16th September at the Skellingthorpe Skatepark and 23rd September at the Civic Offices. The skating community were very complimentary of the Fen Lane Skatepark, the facilities and the skating challenges it had offered over the years. A representative from Wheelscape attended the Civic Office Meeting on the 23rd September in his capacity as fund raiser, noting that North Hykeham were in a somewhat weak position to receive funding however, crowd funding could be a way forward along with skaters using social media to back up any funding submission. Cllr Briggs was concerned that this had the potential to be too long term and that the Town Council should show a commitment by initially setting up an EMR for £300,000 to kick start the works which would be a short-term solution rather than waiting for funding.

Cllr Killingsworth mentioned that tendering was a process that would include the Committee being involved at every turn.

It was **RESOLVED** that the Deputy Clerk be given permission to begin the tendering process and members to put forward to the Town Council that the skatepark be replaced and recommend to F&P to request the EMR be increased by £300.000 for the Skatepark.

03-25.14 Review of the rental agreement for Field 40 (land off Memorial Hall grounds)

This item was deferred to give more time for the details of the agreement to be established.

03-25.15 To consider how to respond to Sports England regarding the Community Hub.

Members decided that Sports England would need a response to their email and discussed the history of the Sports England involvement. Cllr Briggs advised £75000 had been provided by Sports England for the sports pavilion however, there are issues surrounding the state of the ground which is full of stones making it unsuitable. Cllr Briggs stated that looking into the application may uncover a ground report members could view.

It was **RESOLVED** to look into the ground report and the history of any work conducted. The Deputy Clerk and Cllr Briggs would send a response to Sports England.

03-25.16 Development of a Tree and Hedgerow Management Policy, including consideration of the requirement for its financial support via a new Earmarked Reserve and the need for additional digital infrastructure.

It was **RESOLVED** to approve the Tree and Hedgerow Management Policy and the additional digital infrastructure and for them to go to Finance & Policy for ratification.

03-25.17 To consider the drainage problem in the compound at Fen Lane and subsequent necessary investigations.

The Deputy Clerk mentioned that this item is linked to the precept planning as it would be a future cost.

The Service Team Manager gave a brief run down to the Committee regarding the flooding that occurs outside the garage in the Civic Offices car park. On initial inspection the service team have discovered that the soakaway at the side of the garage in the compound is blocked and most likely completely silted up.

It was **RESOLVED** to request the Service Team Manager carry out further investigation with costings and scope of works.

03-25.18 Precept Planning, to include the committee's 5-year plan

Members received the Precept planning first draft for discussion. Cllr Lofts would like the budget for the playground equipment to be increased to £150,000 as there is room for the improvement of play equipment to fill the empty spaces in North Hykeham. Cllr Killingsworth would like the budget left as it is and use CIL money. Cllr Lofts agreed that Cil money is one way and could be used alongside the budget, which could be £130,000 which is double the current amount in the budget (£65,000). Play equipment has been replaced and repaired where possible.

The Committee would like the mowing of graves in the Cemetery to continue to be done by a walk behind mower which would be deemed a respectful and sensitive way of maintaining the graves. Therefore, a walk behind mower with a wider cutting would be helpful to allow staff to reduce the number of passes necessary to cut the grass, to be considered at the precept planning in E&O December's meeting.

*Cllr Briggs requested that the meeting be extended by 15 minutes.
Members voted in favour to extend the meeting to 9.15pm*

03-25.19 To consider setting a fixed period of time when the Village Green is available for open space hire

Members discussed the possibility of closing the Open Space hire during winter considering how wet the ground can become during the winter months; the land could be left fallow during the winter period.

Cllr Lofts was uncomfortable closing to community events and suggested closing to heavy vehicle or those of a certain weight. Currently, the NHTC Events Manager has the right to refuse a booking to go ahead due to land conditions and would make the decision if an event needed cancelling.

Cllr Briggs suggested looking at bookings case by case.

This item was deferred to the next meeting to allow the Events Management Policy to be looked at with the possibility of asking C&P Committee to consider any E&O requests.

03-25.20 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:

There were no items raised which required the Council to consider a Closed Session.

The meeting closed at 9.13 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
03-25.9	Services Team Manager to investigate costs for the option to isolate showers rooms and present it with associated costs	Services Team Manager	Dec 2025 E&O committee meeting (Precept Planning)
03-25.11	The STM to pursue options for volunteers to gather wind falls next year and to liaise with the group.	Service Team Manager	September 2026 (prior to the apple harvest.)
03-25.12	To gather prices and specifications for a leased electric van replacement required in time for October 2026	Service Team Manager/ Deputy Clerk	October 2026
03-25.13	To commence the tendering process for a replacement Skatepark.	Deputy Clerk	Ongoing
	T.C. to ratify the decisions to replace the skatepark and F&P to increase the EMR by £300K	Town Clerk	T.C meeting/F&P meeting
03-25.15	The Deputy Clerk and Cllr Briggs (Chair) would send a response to Sports England.	Deputy Clerk/ Cllr Briggs	As soon as possible.
03-25.16	The Tree and Hedgerow Management Policy.	Finance & Policy Cttee	To ratify the Tree and Hedgerow Management Policy.
03-25.17	The Service Team Manager to carry out further investigation with costings etc regarding the blocked soak away in the carpark resulting in flooding during heavy rainfall.	STM	Ongoing