



North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 04/25
held on Thursday 11th December 2025 at 7pm

Councillors Present: G Killingsworth (Vice Chair), A Cruickshanks, M Lofts, T Ogden, D Rawson, P Wray, S Roe, A Marshal and R Sylvester.

In Attendance: Mrs G Culverwell
Mrs M Parker
Mr J McArthur - Services Team Manager (STM)
2 Members of the public

Public Session

2 members of the public attended with questions regarding the Cemetery and requested if they could email the Council for any updates. Cllr Killingsworth (Vice Chair) confirmed that this would be acceptable and that there was no update as yet. A member of the public questioned who was taking the readings at the Cemetery, the Service Team Manager stated that the member of the public had approached him at the Cemetery and was aware of who was taking the readings. No further correspondence had been received from the EA since the public meeting. Cllr Lofts clarified that the EA had emailed the response given at the public meeting via email after the public meeting. Members of the public asked if more correspondence had been received from EA, the Council had received no further correspondence.

Members of the public enquired if the Cemetery Policy was to do with the upkeep of the graves, Cllr Killingsworth (Vice Chair) responded that the new policy would bring it up to date in line with the latest legislation as the old one was no longer valid.

Members of the public enquired if money would be returned to plot holders. Cllr Killingsworth (vice chair) explained that the new policy would make things simpler.

Public Session ended at 7.15pm

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.

04-25.1 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 Briggs (Chair), J Holt, K Harrison, T Ogden and S Sampson.

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

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

There were no other Declarations of Members' Interest.

04-25.3 Notes of the Estates & Operations Committee meeting held on 9th October 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 9th October 2025 as a true record of the meeting. These were signed as the Minutes of that meeting accordingly.

04-25.4 Chair's Items

No items from the Chair

04-25.5 Correspondence and Clerk's items

Items of correspondence were presented and noted as:

- Complaint about the lack of light on Village Green. To be discussed in Item 16
- A resident has complained about damaged to the property fence caused by a growing tree. To be discussed in Item 24
- A resident enquired whether a memorial plaque could be attached to a NHTC bench on Witham Fields. To be discussed in Item 17

Updates from the last meeting were presented as:

Item No:	Action	Updates
03-25.09	Services Team Manager to investigate costs for the option to isolate showers rooms and present it with associated costs	Completed To be discussed in item 17
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 will be in contact 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	To be discussed in item 10
03-25.13	To commence the tendering process for a replacement Skatepark. T.C. to ratify the decisions to replace the skatepark and F&P to increase the EMR by £300K	Deputy Clerk -ongoing To be discussed in item 23 Completed by Town Clerk
03-25.15	The Deputy Clerk and Cllr Briggs (Chair) would send a response to Sports England.	Completed
03-25.16	The Tree and Hedgerow Management Policy.	Finance and Policy Committee adopted the new 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.	To be discussed in item 9

04-25.6 Review of the E&O committee's latest Income and Expenditure

Members noted the latest Income and Expenditure Report, no comments made.

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

04-25.7 Receive the Services Team Report

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

- An ex-demonstration Verti Quake had been offered to the Council at a reduced price of £7500 and recommended the Council take up the offer as it would negate the need to hire one in the future at a cost of £1800 per hire. The Verti quake would improve the maintenance of the football pitches.

- Tree surgery works were necessary on Mill Park following a TPO application.
- Fence damage had occurred to a property on Poppy fields due to the growth of NHTC trees. The trees in question have TPO's on them making it unlikely permission to fell would be granted.
- Preparations for the Christmas Fayre went well with everything ready to receive indoor and outdoor stall holders etc by 7.30am. Unfortunately, the weather was unforgiving with rain most of the day.
- In January a noise assessment of smaller ground care machinery would take place in line with H&S regulations.

04-25.8 To ratify the purchase of a Verti Quake to improve the football pitches on Witham Fields.

The Council were offered an ex-demonstration Verti Quake at a price of £7500.00 a considerable discount using emergency powers. Owning the Verti Quake would eliminate the costly hire throughout the year and allow it to be used more regularly making the purchase cost effective.

It was **RESOLVED** to ratify the purchase of the Verti Quake at a cost of £7500.00.

04-25.9 To consider the drainage problem in the compound and subsequent necessary investigations.

Cllr G Killingsworth (Vice-chair) noted that the flooding at the entrance to the garage needed a pump hiring for the Christmas Fayre to remove the flood water. The STM had met with a contractor to investigate the problem. It may be an opportunity to connect to the mains sewer plus installing a sink into the garage and to carry surface water, foul water and sink water away with no need for a soak away. An application would also need to be submitted to Anglian water for permission to get connected.

The contractor suggested mapping out all the drain network and services on site as a starting point at a cost of £55.00.

It was **RESOLVED** for the STM to investigate the mapping of the services at a cost of £55.00

04-25.10 To receive prices and specifications for a leased electric van replacement required in time for October 2026.

The leased vehicle does not expire until October 2026 however, a cost is required to be included into the precept. In order to allow for the possibility and flexibility of what options can be considered plus scope to explore all avenues.

Lease or hire purchase would be considered later in the year along with the specification required therefore, a cost of £650.00 per month was deemed sufficient to give the Council sufficient budget for the precept.

It was **RESOLVED** to budget £650.00 per month for the precept to allow for the vehicle replacement in October 2025 for approval at the next Town Council meeting.

04-25.11 To receive the quotes for replacement CCTV system.

The Council were presented with quotes for a CCTV system upgrade. The quotes were different in that one quote was for replacing equipment on to the existing wiring and the other for replacing all the existing wiring. The Council discussed making sure the system installed was robust and would be future proof as much as possible. Monies would be available from ICT EMR already allocated.

It was **RESOLVED** to upgrade the CCTV system with the quote for replacing the old wiring with funds being allocated from the ICT EMR.

04-25.12 Precept Planning, to include the committee's 5-year plan

The Committee having agreed an increased figure for the vehicle replacement (see minute 04-25.10) as an amendment to the draft precept of an increase of vehicle costs to £650.00 monthly for approval by the Town Council.

It was **RESOLVED** to accept the draft precept with the amendment of the vehicle figure as an E&O recommendation to the Town Council for approval.

04-25.13 Consider the relocation of bins that are difficult to get to particularly in inclement weather.

The STM reported to the Council the difficulty collecting waste which is now predominantly dog waste (3/4 tonne). The desire is to replace the concrete bins due to manual handling considerations. location, access and where the vehicle can park, staff are carrying large heavy bin liners have H&S implications are reasons for the implementation of the bin replacement programme.

It was **RESOLVED** that the STM would determine location and type of bins and to replace those not in the correct area.

04-5.14 To confirm members of the Skatepark working group for the development of a new skatepark at Witham Fields.

The Council decided that they would like a working group setting for the development of the Skatepark. Cllr's C Briggs, A Marshall, M Lofts, R Sylvester and A Cruickshanks volunteered to be on the working group. The working group would arrange to meet outside the E&O meetings.

It was **RESOLVED** that Cllr's C Briggs, A Marshall, M Lofts, R Sylvester and A Cruickshanks would form the Skatepark working group.

04-25.15 Review of the rental agreement for Field 40 (land off Memorial Hall grounds)

The lease of the field 40 at the Memorial Hall grounds needs reviewing and possibly renewing, during investigations of the archives a document has come to light stating a solicitor is holding papers on behalf of NHTC. The Deputy Clerk would contact the solicitor for access to the lease being securely held.

It was **RESOLVED** to get in touch with the Solicitor to retrieve the lease agreement. Members would then be able to review the lease once a copy is available.

04-25.16 To consider what steps to take regarding the light that is not working on Hykeham green.

Cllr Cruickshanks had looked into the possibility of the light on the Village Green being repaired. Historically there have been problems with access and getting the equipment to the light. An update regarding if this is still the case would be required. The Deputy Clerk would enquire if a repair could be carried out.

It was **RESOLVED** to ask the supplier to repair the light indicating clearly the necessary costs this would entail for consideration.

04-25.17 To consider a resident's request to install a plaque on a bench in Witham Fields.

The Council had been approached to consider a request to instal a plaque on a bench in Witham Fields. The Deputy Clerk had requested further information from the resident but had been unable to gather any more information. Members pointed out that plaques would not be installed on Council owned benches.

04-25.18 To receive the updated Cemetery Policy to include the Exclusive Right of Burial and subsequent changes with a view to adoption

Cllr Killingsworth (Vice Chair) along with the Deputy Clerk had combined the refund and Exclusive Right of Burial within the Cemetery Policy. The Policy also addressed the adornments/lights along with the height restriction of memorials being adhere to in both the burial and ashes plots. This Policy would also apply to the children's area.

Members of the public left at 20.24

It was **RESOLVED** to request the C&P to consider accepting the new Cemetery Policy as recommended by the E&O.

04-25.19 To consider decommissioning certain areas of the Community Hub to alleviate the potential of Legionella.

Hykeham Community Hub involves quite an extensive workload to flush the system to keep on top of Legionella health and safety obligations. The decommissioning would leave the kitchen, cleaners' cupboard, 2 toilets including the disabled toilet still operational. The Council agreed to the cost which would include a chemical flush. Recommissioning, if required, would involve water quality testing to ensure safety to those using the facilities. The library would not be affected by any of the decommissioning.

It was **RESOLVED** to decommission the areas recommended by the Service Team Manager which are the showers and unused toilets at the earliest convenience.

04-25.20 To consider what can be done regarding the car park at Fen Lane reaching full capacity on occasion.

The Car park can be full on occasion; however, there is building taking place across the road with planning for a further 28 car parking places which could allay any overcapacity problems in the future. The build would possibly be finished with in the next 6 months.

It was **RESOLVED** to do nothing at the moment.

04-25.21 Consider the public and dog safety in the car park by closing the Civic Offices pedestrian gate.

Cllr Killingsworth mentioned concerns for dogs running through the compound off Witham Field particularly when there are vehicles moving around. For health and safety reasons Cllr Killingsworth proposed that the gate at the side of the Civic Offices remain closed (not locked) to reduce risk to staff, dogs and public running through unattended.

It was **RESOLVED** to keep the gate at the side of the civic offices with access to Witham Fields closed.

04-25.22 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:

It was **RESOLVED** to move into closed session

04-25.23 To receive an initial concept design for the Skatepark.

No concept was available at this time.

04-25.24 To consider what course to take regarding the resident's complaint about the tree damaging the fence.

Following the STM report regarding a resident's complaint of tree damage to their fence and the possibility of having the trees felled to prevent damage happening. Members decided to repair and replace the fence however, as the trees have a PTO on them it is unlikely permission would be granted to have them felled. The Council would not be removing healthy trees which is part of the Council's Policy.

It was **RESOLVED** to talk to the resident regarding a repair and replace arrangement. There would be no trees removed, healthy trees would not be destroyed.

The meeting closed at 20.53 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
04-25.9	Services Team Manager to contact the drainage company to map out the network of services.	Services Team Manager	As soon as possible
04-25-10	To increase the vehicle costs within the Precept to £650.00 per month to be presented to the Town Council for approval.	TC	The next Town Council meeting.
04-25.11	To upgrade the CCTC system with a future proofing system	Service Team Manager	When schedules allow.
04-25.12	Increase the Vehicle replacement precept to £650.00 as a recommendation for approval from the Town Council.	Town Clerk	T.C meeting
04-25.13	STM to roll out the bin replacement programme.	STM	As per works schedule
04-25.14	The skatepark Working Group has been selected.	Skatepark Working Group	To organise the first meeting in time for the next E&O meeting.
04-25.15	To contact the solicitor holding the lease agreement to gain a copy/original for review	Deputy Clerk	Ongoing
04-25.16	To contact the energy supplier to discover if the light on the Village Green would be repairable.	Deputy Clerk	Update for the next E&O meeting
04-25.19	To organise the decommissioning of the recommended areas	STM	As soon as possible
04-25.21	To keep the side gate next to the office building closed	STM	Ongoing
04-12.24	To repair the resident's fence around existing trees.	STM	The next E&O meeting

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