



North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 05/25
held on Thursday 12th February 2026 at 7pm

Councillors Present: C Briggs (Chair), G Killingsworth (Vice Chair), A Cruickshanks, J Holt, M Lofts, T Ogden, D Rawson, P Wray, S Roe, S Sampson, R Sylvester, and E Smith.

In Attendance: Mrs G Culverwell
Mr J McArthur - Services Team Manager (STM)
Mrs H Wall

Public Session No public present.

05-25.1 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 K Harrison and A Marshall.

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

05.25.2 Receipt of any Declaration of Members' interests under the Localism Act 2011
Cllr P Wray and Cllr A Cruickshank declared an interest in item 12.
Cllr M Lofts declared an interest in item 5.

There were no other Declarations of Members' Interest.

05-25.3 Minutes of the Estates & Operations Committee meeting held on 11th December 2025 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 December 2025 as a true record of the meeting. These were signed as the Minutes of that meeting accordingly.

05-25.4 Chair's Items

Cllr Briggs (Chair) made a brief statement that a Cemetery report was awaited therefore no further update regarding the Cemetery was available.

05-25.5 Correspondence and Clerk's items

Items of correspondence were presented and noted as:

- Acts Trust -notification of use of the Village Green
Correspondence was noted that the Council was notified as a matter of courtesy. The Council queried they would be fully insured.
- Letter from North Hykeham War Memorial Hall & Playing Field Trust
- Email from Hykeham tigers regarding the condition of the football pitches.

Updates from the last meeting were presented as:

Item No:	Action	Updates
04-25.9	Services Team Manager to contact the drainage company to map out the network of services.	Completed Awaiting costs for soak away and sink (item 11)
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.	Completed
04-25.11	To upgrade the CCTC system with a future proofing system	Ongoing
04-25.12	Increase the Vehicle replacement precept to £650.00 as a recommendation for approval from the Town Council.	Completed
04-25.13	STM to roll out the bin replacement programme.	As per works schedule with agreement from NKDC
04-25.14	The skatepark Working Group has been selected.	Skatepark Working Group to meet on 29 th January 2026 (item 9)
04-25.15	To contact the solicitor holding the lease agreement to gain a copy/original for review	Ongoing (item 12)
04-25.16	To contact the energy supplier to discover if the light on the Village Green would be repairable.	E-on is in correspondence with the Council. A site visit to be arranged
04-25.19	To organise the decommissioning of the recommended areas	Completed
04-25.21	To keep the side gate next to the office building closed	Completed
04-12.24	To repair the resident's fence around existing trees.	The resident has been contacted along with a contractor (for a quote)

05-25.6 **Review of the E&O committee's latest Income and Expenditure**

Members noted the latest Income and Expenditure Report.

Cllr Roe mentioned that the budget appeared distorted and that an explanation of exceptional differences would be needed. The Deputy Clerk deferred this query to the Town Clerk as the Responsible Financial Officer for the Council for a further explanation at the next Finance and Policy Meeting.

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

05-25.7 **Receive the Services Team Report**

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

Tree surgery was following a rolling programme of annual tree inspections for a 3-year period with works being undertaken. A TPO was being resubmitted following a resident's issue.

The replacement vehicle research was ongoing with a test drive having taken place.

The weather was having an impact on the Cemetery bore hole monitoring with the unused area having large water logging problems. The Service Team Manager informed the Council that someone else may be monitoring the bore holes as several orange bungs are missing.

A report from CDS regarding the condition of the grounds in the cemetery is expected imminently. The weather was also impacting the playground equipment installation; however, the equipment had successfully been sited with contractors moving between sites to manage any weather-related issues.

A running order of the planned playground equipment installations had been supplied to E&O by the Service Team Manager and the Playground Working Group.

05-25.8 Development of the committee's 5-year plan – standing item

Cllr Briggs (Chair) noted that the play equipment was going in as per the 5-year plan. The Service Team Manager explained that due to adverse weather conditions the Verti Quake had not been in use yet.

05-25.9 To receive an update for the development of the skatepark at Witham Fields from the Skatepark working Group and to consider a public consultation for North Hykeham residents.

Cllr C Briggs (Chair) gave a summary of the Skatepark Working Groups meeting on 29th January 2026. The group felt they should not be constrained by thinking only of just a skatepark. They gave thought towards the play area being all inclusive and non-gender specific and how to consult with residents to find out what those living in North Hykeham would want.

The Skatepark working group would like E&O committee to consider:

- Setting up a public consultation to
- Engage Breakthrough communication
- Use Activity First to assist with communications surrounding funding/grants etc.

Members are happy to seek views of the general public including approaching local schools to reach out to 12-18 years age group.

It was **RESOLVED** to have a conversation with the communications company and to ask for appropriate feedback, and to contact NKDC communications team.

05-25.10 Receive an update of the bin replacement, roll out programme in conjunction with NKDC.

The Service Team Manager gave the committee an update regarding when and how the bin replacement would begin for the roll out in the new financial year. The bins had been mapped out in conjunction with NKDC allowing a more joined up approach with the primary Council (NKDC). A uniformity of bin types was agreed which would be matching and ensure bring in line with NKDC bins by using the same supplier.

The replacement of the concrete bins would take priority as would those bins in difficult places to get to on both parks and streets in North Hykeham. An agreement was put forward by the Service Team Manager to empty bins in NH on the same day as NHTC. NHTC have the flexibility to meet this requirement and will be using litter data collection to establish patterns, capacity and frequency with regard to the placing of the replacement bins. It is worth noting there is a necessity to monitor the rubbish collections and that any bin change must sit within legislation and in agreement with NKDC.

05-25.11 Consider the drainage problem in the compound and subsequent necessary investigations following the update from meeting with the contractors.

Quotes were requested with plans on how to solve the drainage issue in the compound. There were a couple of ideas submitted to the Committee mapping out how and where drains could run to and from. One of the solutions would be running across Witham Field to potentially join the main sewer or if the septic tank is still the best option. The viability of what drainage solution would work best is still to be considered once the final quote arrives regarding possibility of the soakaway and sink drain as the minimum requirement. The need is for a new soak away to alleviate the flooding happening

outside the main garage and a drain for a sink in the garage for crew to wash. Currently they are able to wash in the Civic Offices, the garage sink would allow washing up prior to entering the building.

Further quotes are being sought and once they have all arrived then E&O Committee would need to look at the situation.

05-25.12 Consideration of the lease of field 40 at Memorial Hall to include whether to extend or continue the lease and how to proceed.

Following an extensive search of the Council's archives both manual and digital no current lease could be found. Members discussed that there didn't appear to be a current lease in place with the original one raised in 1964 held in the Council records expiring in 2024. An extension to the lease despite several searches cannot be found however, North Hykeham War Memorial Hall & Playing Field Trust confirm that the lease they referred to (Extended) was not signed. A letter stating this was sent to NHTC on 26th January 2026. The War Memorial Hall & Playing Field Trust applied for a grant based on the fact that the lease had been extended until 204, however, due to the fact that it was not signed this is not the case. Therefore, the Council need to decide what they would like to do with field 40 which has no lease agreement at the moment and consider the request from the Trust which is to take over the land.

It was **RESOLVED** for E&O recommendation to take the decision to the Town Council for a resolution on how to move this forward.

05-25.13 Consider the condition of the football pitches at Witham Fields.

The Council received communication from North Hykeham Tigers regarding the condition of the pitches. They have only played 8 games out of 33 scheduled games mainly due to the wet weather. The knock-on effect is that they are having to hire 3G pitches which is expensive.

There is a football pitch at St Aidens which has been used for training in the past and is relatively dry. The Council agreed to a trial use of this pitch and for the football team to advise parents to be mindful when parking in the area. The goal posts would need changing – the Whitham Field ones could be used when they are replaced. In the meantime, the Council would like the Service Team Manager to investigate flushing out the drains on Whitham Fields to see if that would improve the drainage.

The Service Team Manager would talk to the football team regarding this potential solution of using St Aidens pitch.

05-5.14 Consideration to purchase software to map, schedule inspections and photograph assets throughout NHTC.

Members would prefer a full costing for the software annual fee and to allow a trial to be decided by Finance and Policy Committee rather than E&O committee.

It was **RESOLVED** that the software trial and potential agreement for the software to be used would be considered by the finance & Policy at their next meeting with full costings.

05-25.15 Consider how to prevent fly tipping at the allotment's sites.

There have been incidents of fly tipping at the allotment sites with the Service Team having to go out and collect the rubbish. Members decided that potentially cameras could be discretely placed around the allotments at Mill Lane and Sharpe Walk to identify offenders.

Signs stating that monitoring is in progress with CCTV in use would be displayed.

It was **RESOLVED** for the Service Team Manager to look at putting up signs at the allotments and to investigate prices for signs.

05-25.16 Consider the repairs of Welcome to North Hykeham Town signs and to ratify the use of General Reserves of £3500 to complete including any necessary road traffic management requirements.

The 'Welcome to North Hykeham' signs were showing signs of wear and tear with one in particular being unstable which was taken down immediately for H&S reasons. The remaining signs were checked which resulted in the discovery that there had been significant decay making the signs unstable (bar one). The rest of the unstable signs were removed for safety. All posts need replacing however, the metal signs were salvaged and would be recited onto new posts. In order to achieve the removal traffic management was required at some locations. Reinstallation costs are increasing beyond the initial £3500 estimated to be released from General Reserves. Members decided that the signs should be replaced and would need a complete figure in order to approve any more works. Therefore, ratification could not take place at this time.

It was **RESOLVED** to ask the Service Team Manager to investigate the full cost of the reinstatement of the 'Welcome to North Hykeham' signs.

The meeting closed at 20.46 pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
05-25.05	To enquire regarding the insurance for Village Green use.	Clerk	As soon as possible
05-25.09	To begin a public consultation for North Hykeham residents process using Breakthrough Communications and speak to NKDC	Clerk	By next E&O meeting
05-25.10	Bin replacement programme in conjunction with NKDC	STM	Ongoing
05-25.11	Drainage problem in the compound and subsequent necessary investigations following the update from meeting with the contractors.	STM	Following the arrival of the final quote- next E&O meeting.
05-25.12	The decision to be resolved by the Town Council regarding the lease of field 40 at Memorial Hall and how to proceed.	Town Council Meeting	Thursday 12 th March 2026
05-25.13	The wet condition of the football pitches at Witham Fields and potential use of St Aidens pitch by the football teams as a trial.	STM	Next E&O meeting
05-25.14	To purchase software to map, schedule inspections and photograph assets throughout NHTC.	Finance & Policy Meeting	Next F&P meeting
05-25.15	How to prevent fly tipping at the allotment's sites.	STM	Ongoing
05-25.16	Repairs of Welcome to North Hykeham Town signs and to ratify the use of General Reserves of £3500 to complete including any necessary road traffic management requirements.	STM to establish the full costs required	Next E&O meeting