



# North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 06/25  
held on Thursday 16<sup>th</sup> April 2026 at 7pm

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

**In Attendance:** Mrs G Culverwell  
Mr J McArthur - Services Team Manager (STM)  
2 members of the public present

## Public Session

An enquiry was made by a member of the public for an update regarding the skatepark and stated that rubbish was being left around by the seating at the skatepark area. Cllr Briggs (Chair) informed the member of the public that a Skatepark working group has been set up to investigate all options and would be looking into holding a consultation; to be discussed at this meeting in Item 14. The member of the public mentioned that it was all about getting kids outside playing and to provide things for them to do.

A second member of the public enquired if the Cemetery report had arrived to which Cllr Briggs (Chair) replied that it had and a Burial Authority working group had been formed that would be sharing what they could. More information would be available by the time of the Town Council meeting. The member of the public informed the Council that no questions regarding the Cemetery had been raised at the Annual Town Meeting (which tabled an open forum for questions from residents) as they had been advised not to attend by a resident. Cllr Lofts stated that the report would hopefully be discussed at the Town Council May meeting.

Cllr Roe motioned that agenda Item 14 be brought forward to Item 06 for discussion while the member of the public who asked the question regarding the Skatepark was present. It was **RESOLVED** to support the motion.

**06-25.1 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 Harrison, Rawson and S Sampson.

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

**06.25.2 Receipt of any Declaration of Members' interests under the Localism Act 2011**  
Cllr Lofts declared a non-pecuniary interest in item 15. There were no other Declarations of Members' interest made.

**06-25.3 Minutes of the Estates & Operations Committee meeting held on 12<sup>th</sup> February 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 12<sup>th</sup> February 2026 as a true record of the meeting. These were signed as the Minutes of that meeting accordingly.

**06-25.4 Chair's Items**  
Cllr Briggs noted that this was the Deputy Clerk's last meeting with Estates and Operations and thanked her for all her hard work.

## 06-25.5 Correspondence and Clerk's items

Items of correspondence were presented and noted as:

- Email from Active Places -Sports England regarding Memorial Ground
- CDS report on Groundwater assessment has been received.
- E mail from Cllr Dyer from a resident of Dale view Meadows regarding maintenance of Fen Lane access to Witham Field.
- Glebe Park Pine 809 -STM reply

Updates from the last meeting were presented as:

Item No:	Action	Updates
05-25.05	To enquire regarding the insurance for Village Green use.	Insurance is in place with a copy now held by the Council.
05-25.09	To begin a public consultation for North Hykeham residents process using Breakthrough Communications and speak to NKDC	The working Group have received a consultation quote from Breakthrough Communications
05-25.10	Bin replacement programme in conjunction with NKDC	Ongoing
05-25.11	Drainage problem in the compound and subsequent necessary investigations following the update from meeting with the contractors.	Following the arrival of the final quote.
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.	Discussed to be held at the next TC Thursday 12th 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.	Update at next E&O meeting.
05-25.14	To purchase software to map, schedule inspections and photograph assets throughout NHTC.	Next F&P meeting.
05-25.15	How to prevent fly tipping at the allotment's sites.	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.	Forwarded to full TC Meeting.

*A Member of the public left 19.10pm.*

## 06-25.14 **Item 14 brought forward**

**To receive an update for the development of the skatepark at Witham Fields from the Skatepark working Group and to consider the Breakthrough communications quote for a public consultation for North Hykeham residents and the possibility of a public meeting.**

Cllr Roe enquired what the recommendations were from the Skatepark Working Group. Cllr Briggs explained that the Working Group recommended using Breakthrough Communications to run the survey and analysis, and that E&O should approve the package from a pricing schedule.

*7.14pm - meeting disrupted by a disturbance in the foyer, Cllrs Roe and Cruickshanks and the Services Team Manager (STM) along with a member of the public left the meeting.*

Cllr Loft stated that he was not against a survey but was worried the direction being taken and was not sure a survey is the right way to go.

*19.24 Cllr Roe, STM and a member of the public returned.*

Cllr Lofts continued, suggesting the Council should be focusing on finding funding and the Skatepark was a facility used for many years, and the change in direction. Cllr Briggs thought that whilst exploring the replacement of the skatepark the working group were concerned not all North Hykeham residents might want a skatepark. Cllr Sylvester agreed with Cllr Lofts and suggested that Balfour Beatty could be approached for funding and the council needed to know what the criteria for their funding would be prior to seeking funding.

Cllr Roe stated that for the level of money being considered the residents of North Hykeham need to be consulted; the cost is high and there is less disposable income. It was suggested that a survey could be conducted by the Council, to reach all residents as they have a right to have their say. Cllr Lofts suggested to focus on plans, costing and take that to consultation.

*19.35 Cllr A Cruikshanks returned to the meeting.*

Members were concerned that a lack of outdoor activities would increase Anti-Social Behaviour. Cllr Wray agreed to research costings, funding to be realistic and get a survey done 'in-house'. Cllr Killingsworth was concerned about the staffing time needed to do a survey which would be strong enough for the council to be eligible to apply for funding. He believed that permission had been given to staff to commence the skatepark project and they should be allowed to begin the process. He added that any company offering funding would ask what consultation had been carried out and what information had been collated from it. Cllr Holt commented that some users of the skatepark would be from outside of North Hykeham and they should be encouraged to engage in the survey, noting that only a small number of residents had commented on the community hub survey.

Cllr Briggs asked members to vote to suspended Standing orders to allow the member of the public to speak. It was **RESOLVED** to suspend Standing Orders to allow for a member of the public to speak during this agenda item only.

The member of the public commented that a new skatepark would be a replacement of the previous skatepark which had been successful until failure due to Health & Safety. Members were reminded that funding cannot be applied for without plans and costings to support applications. It was commented that Skellingthorpe skatepark gets non-resident visitors. It was also stated that it would be hard to please everyone, but it could attract youngsters.

Cllr Briggs proposed that Standing Orders be reinstated. It was **RESOLVED** to reinstate Standing Orders for the remainder of the meeting.

It was **RESOLVED** to not use an external consultation company but instead to get 3 different quotes for different skatepark designs, enquire about funding and then go out to consultation. It was further **RESOLVED** that Estates and Operations Committee request that the Community and Planning committee conducts a consultation 'in-house'.

*7.45pm - A Member of the public left the meeting.*

#### **06-25.6 Review of the E&O committee's latest Income and Expenditure**

Members noted the latest Income and Expenditure Report.

**06-25.7 Receive the Services Team Report**

*7.50pm - The STM returned to the meeting.*

The Service Team Manager (STM) presented his report, updating the Committee with the following items:

- TPO tree surgery with permission from NKDC being granted. Cllr Killingsworth enquired if nothing would be done until Autumn. The STM confirmed that advise would be taken from the tree surgeon.
- Glebe Park - resident complaint about a large tree was not upheld due to the request not being conducive to the survival of the tree, however, remedial works of the removal of a bough would be carried out.
- The vehicle replacement procurement was ongoing with specifications to meet the needs of the Service Team. The STM had supplied a report for members.
- Options for a replacement mower were presented by STM via a report submitted to members

**06-25.8 Development of the committee's 5-year plan – standing item**

It was noted that the 5-year plan needed to be updated into the new financial year.

**06-25.9 Consider displaying Hykeham Tigers banner promoting the launch of the Wildcats girls' team at Fen Lane.**

Members discussed a request from Hykeham Tigers to put a banner on fencing at Witham Fields. It was felt that the council's policy to not allow banners to be displayed on Council property should apply in this instance; however, Council was willing for the banner to be displayed on NHTC social media platforms.

It was **RESOLVED** to not allow the banner on Council property, but the Council would offer support displaying the banner on NHTC social media and notice boards.

**06-25.10 Consider the replacement of the notification from E-on regarding replacement of obsolete lamps.**

Following a request from E-on to consider replacing obsolete lamps members queried whether there were any risks that would require they needed replacing rather than replaced when they failed. Members agreed to replace on failure unless dangerous or if any health and safety implications need to be considered.

It was **RESOLVED** to replace the lamps upon failure unless dangerous or if any health and safety implications need to be considered.

**06-25.11 Consider the quote for the repair of the lamp on the Village Green.**

The STM had met with E-on's representative on site and discussed the repair to the light on the Village Green, which hadn't been working for some time. The STM had previously engaged with another contractor who was willing to do the work and provided a quote. E-on have also produced a quote to carry out the work using an access platform. In the meantime, an E-on engineer has temporarily fixed part of the problem and got one side of the lamp working.

It was **RESOLVED** that the STM obtain a third quote for members to then discuss and decide if a repair is required.

**06-25.12 Consider an application for the provision of a memorial bench on the Village Green.**

An application had been received for a memorial bench to be placed on the Village Green. Members approved the wording of a plaque to go on the bench which was within the context of the Memorial Bench Policy but requested confirmation that the memorial was for a North Hykeham resident.

It was **RESOLVED** to approve the memorial bench application and wording once residency confirmation had been obtained and was in accordance with the Council's policy.

**06-25.13 Receive and review an updated Allotments Policy and subsequent changes**

The Allotments Policy had been reviewed and updated, for Members to consider.

It was **RESOLVED** that Estates and Operations recommend to Finance & Policy Committee approval of the amended Allotments Policy.

**06-25.14 To receive an update for the development of the skatepark at Witham Fields from the Skatepark working Group and to consider the Breakthrough communications quote for a public consultation for North Hykeham residents and the possibility of a public meeting.**

*This Item had been moved to Item 6*

**06-25.15 To consider the existing Village Green signage regarding having dogs on leads and how to proceed.**

A resident had contacted the Council regarding the dogs on leads signage at the Village Green and which the resident felt was not being adhered to. Members were reminded that signage is in place for dogs to be kept on leads in the children's play areas within other parks and dog owners are respectful of this. Members viewed that the Village Green as being different to its other parks and open spaces in that requesting dogs to be on leads through signage should remain and that signs should be at each entrance to the Village Green.

It was **RESOLVED** that signs stating dogs on leads should be situated at all entrances to the Village Green park only.

**06-25.16 Consider the latest Quotes for new/replacement small van.**

A report setting out the different makes and specifications for a new van had been submitted by the STM, to replace the Renault Kango when the lease expires in September. Based on the Council's wishes to lease, the recommendation was a lease option via Listers Toyota subject to confirmation of figures to supply the Pro Ace LWB. An alternative option for a direct purchase of a warrantied used vehicle saving around £7,268 against dealership discounted prices was also discussed.

It was **RESOLVED** to agree to purchase as per the STM recommendation of either leased new or outright purchase a second-hand vehicle and to request to F&P committee to decide how to fund it.

**06-25.17 To consider the request from a resident regarding Fen Lane maintenance and accessibility onto Witham Fields.**

Members had received correspondence from a resident regarding the private road at the end of Fen Lane leading to Dale view Meadows in which they requested the Council assist with finances towards the upkeep of the road which is used by the town council to empty bins on Witham Fields once a week. Members could not justify maintaining a road that is not owned by the Council however, it was agreed to continue to maintain hedges and verges, where possible, as a contribution.

It was **RESOLVED** that no financial contribution would be made to the lane as it was not owned by the council but that the council would continue with the hedge trimming and cutting of the verges, where possible.

- 06-25.18 To receive an update regarding the football games trial at St Aidens.**  
The trial was deemed a success with St Aidens being used when weather conditions had made the pitches at Witham Fields unusable. The goal posts had been reengineered and would be reinstated at the park for all to enjoy.
- 06-25.19 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.
- 06-25.20 Consider the quote regarding the drainage problem in the compound, to install a new soakaway and drainage for the workshop sink.**  
A new soakaway drain is required to prevent the flooding of the car park outside the Civic Offices; the soakaway would receive surface water drainage from the compound car park. In addition, drainage for a sink to be installed in the garage was also required and would feed into the septic tank.  
  
It was **RESOLVED** to accept the quote from JMH Ltd to provide the new soakaway and surface water drainage connections to facilitate the drainage requirements in the compound.
- 06-25.21 To receive costs regarding the repair of a resident's damaged fencing caused by NHTC trees.**  
The quote was agreed by members for the works to go ahead to repair a residents fence the damage having been caused by NHTC trees.  
  
It was **RESOLVED** to accept the quote from ALS to have the fencing repaired to the boundary of a domestic property at the boundary with Poppyfields.
- 06-25.22 Consider the mower replacement following information supplied in the Service Team Manager's report.**  
The current small mower is beyond servicing/repair and will need scraping. Members decided upon the Hustler mower, as recommended by the Service Team Manager.  
  
It was **RESOLVED** to purchase the Hustler Trim star SD 36" £7,290 ex. vat from Ripon Groundcare.

The meeting closed at 9.12pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
<b>06-25.14</b>	To acquire 3 quotes for a skatepark and enquire about funding.  Skatepark Project Consultation	Clerk  C&P	As soon as possible  Next meeting
<b>06-25.09</b>	Offer to promote Hykeham Tigers girls' football team on the Council's social media.	Clerk	As soon as possible
<b>06-25.10</b>	Contact E-on re replacement lamps.	Clerk	As soon as possible
<b>06-25.11</b>	Another quote for the Village Green light to be repaired	STM	Next E&O meeting
<b>06-25.12</b>	Validate residency for memorial bench and progress to purchase/install if valid	Clerk	As soon as possible
<b>06-25.13</b>	Allotments Policy update to F&P	Clerk	Next F&P meeting
<b>06-25.15</b>	Dogs on leads signage at VG entrances	STM	As soon as possible

<b>06-25.16</b>	New/Replacement van purchase/lease	Clerk	Next F&P meeting
<b>06-25.17</b>	Confirm that council will not contribute finances to the maintenance of a private road	Clerk	As soon as possible.
<b>06-25.20</b>	Accept the quote from JMH Ltd to provide the new soakaway and surface water drainage connections	Clerk/Admin Assistant	As soon as possible.
<b>06-25.21</b>	Accept the quote from ALS for fencing repairs to the boundary of a domestic property at the boundary with Poppyfields	Clerk/Admin Assistant	As soon as possible.
<b>06-25.22</b>	Purchase the Hustler Trim star SD 36"	Clerk/Admin Assistant	As soon as possible.

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