



# North Hykeham Town Council

Minutes of the Town Council meeting 09/24  
held on Thursday 13<sup>th</sup> February 2025 at 6pm

**Councillors Present:** K Sampson (Chair), M Bennie, N Blanchard, C Briggs, A Cruickshanks, K Harrison, R Johnston, FW Lee, M Lofts, D Rawson, SP Roe, P Wray

**In Attendance:** Mrs M Parker – Town Clerk  
Mrs G Culverwell – Deputy Clerk

**9-24.1 Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.**

It was **RESOLVED** to accept apologies for absence and reasons given from Cllrs Holt, Killingsworth, Nnamdi, Ogden, and S Sampson.

**9-24.2 Receipt of any Declaration of Members' Interest under the Localism Act 2011**

No Declarations of Interest were made.

**9-24.3 Notes of the Town Council meeting held on 9<sup>th</sup> January 2025 be approved as a true record of Minutes**

It was **RESOLVED** to accept the notes of the Town Council Meeting held on 9<sup>th</sup> January 2025 as a true record of the meeting. These were signed accordingly as the Minutes of that meeting.

**9-24.4 Consideration of the Strategic Planning sub-committee's proposal to hold a public consultation on the revised plans for development of the Community Hub, Valerian Place, North Hykeham and Chapel Fields**

Members had had sight of the proposed supporting documentation for the public consultation in advance of the meeting. Cllr Cruickshanks informed the meeting that the document would be published to aid consultation on the development of the Community Hub and Chapel Fields, which was suggested should run from Monday 17<sup>th</sup> February to 11<sup>th</sup> May 2025.

Members discussed the platforms for consultation; town council's website, Facebook page, and the Hykeham Gazette, as well as in-person open sessions hosted by Councillors and an agenda item at the Annual Town Meeting (10<sup>th</sup> April 2025). Cllr Cruickshanks agreed to make the presentation at the Annual Town Meeting, and Cllr Wray agreed to be the secondary lead on this consultation process to support Cllr Cruickshanks.

The Clerk was instructed to promote the consultation on the above platforms, for which Cllr Cruickshanks would provide the advertising and consultation material. An initial statement would read that the Town Council was undertaking a public consultation process for 12 weeks from 17<sup>th</sup> February 2025 to 11<sup>th</sup> May 2025 with regards to the proposal to develop Chapel Fields and the Community Hub. Links to the consultation information would be posted accordingly, and through the process the documentation would be viewable at the Library. A new dedicated email account was requested to be set up, and access to which would be required for Cllrs Cruickshanks and Wray to monitor and respond accordingly.

Link to the online consultation:

[https://www.northhykehamtowncouncil.gov.uk/Community\\_Hub\\_Engagement.aspx](https://www.northhykehamtowncouncil.gov.uk/Community_Hub_Engagement.aspx)

Direct email responses to: [hubconsult@northhykeham-tc.gov.uk](mailto:hubconsult@northhykeham-tc.gov.uk)

It was **RESOLVED** to carry out a public consultation from 17<sup>th</sup> February to 11<sup>th</sup> May 2025 on the development of Chapel Fields and the Community Hub and that the Clerk would ensure promotional materials including the Hub Supporting document were displayed as requested by the town council.

**9-24.5 Consideration to approve the launch of the town council's new website - 3rd March 2025**

The Clerk asked the council to approve the launch of its new website in the week commencing 3<sup>rd</sup> March 2025. Conversations with the website provider and the council's IT contractor suggested that the 5<sup>th</sup> of March would be the most suitable date for launch. The launch of the new site would coincide with the promotion of the Annual Town Meeting, the public consultation on the development of Chapel Fields and the Community Hub. It was confirmed that the new website would be accessible on the current web address : [www.northhykehamtowncouncil.gov.uk](http://www.northhykehamtowncouncil.gov.uk)

It was **RESOLVED** to approve the launch of the town council's new website on the 5<sup>th</sup> of March 2025.

The meeting closed at 6.30pm.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be Completed by
9-24.4	Provide materials for the public consultation to the Town Clerk	Cllr Cruickshanks	17 <sup>th</sup> February 2025
	Launch the public consultation with required promotions and dedicated email address	Town Clerk	17 <sup>th</sup> February 2025
9-24.5	Make arrangements for new website to be launched on 5 <sup>th</sup> March 2025	Town Clerk	5 <sup>th</sup> March 2025