



# North Hykeham Town Council

Minutes of the Estates & Operations Committee meeting 03/23  
held at the Civic Offices, Fen Lane  
on Thursday 7<sup>th</sup> September 2023 at 7pm

**Councillors Present:** C Briggs, N Blanchard, FW Lee, M Lofts

**In Attendance:** Mrs R Brown – Deputy Clerk  
Mr J McArthur – Services Team Manager

**3-23.1 Apologies for absence and acceptance of reasons given**

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

**3-23.2 Receipt of any Declaration of Members' interests under the Localism Act 2011**

The Chair advised that he would take any Declarations of Interests as they arose.

**3-23.3 Notes of the Committee Meeting held on 6<sup>th</sup> July 2023 to be approved as a true record of minutes**

It was **RESOLVED** to accept the notes of the Estates & Operations Committee meeting held on 6<sup>th</sup> July 2023 as a true record of the meeting and were signed as Minutes accordingly.

**3-23.4 Chairman's items**

The Chair advised that he had been to the Village Green and met with the Services Team Manager and the Deputy Clerk and the electricity company regarding the lighting at the Village Green to discuss the way forward with the 8m high street lights that are difficult to maintain. This will be an ongoing discussion to review the lighting at the Village Green.

**3-23.5 Correspondence and Clerk's items**

The clerk advised that an email had been received regarding the unauthorised Charity Skateboarding event, criticising the Council's response. There was also an email from the organiser of the event complaining about the toilets not being available and a further one from him regarding the toilets not being available daily. These matters were discussed by the committee. The rugby club has started meeting at the Hub and they had emailed advising of issues with dogs on the field. The committee discussed this issue and felt that the area the rugby club are using could be marked out and a sign considered to request residents are respectful of the training sessions. The clerk advised that paperwork in respect of the Legionella inspection reports for the Civic Offices and the Hub had been circulated and that the cost of rectifying the issues had been agreed under Emergency Powers. The clerk also advised that staff had asked for a bench to be installed in the play area at the Village Green, in replacement of one that is there (that needs to be replaced) in memory of Les Hargreaves. This will be brought to the next meeting for consideration. The clerk advised that the library is closing on 21<sup>st</sup> October to facilitate a booking at the Hub. Town Council will be looking at bookings for the Hub and the implications they have on the library/rugby club at the next meeting. Finally the clerk advised that a quote had been received to sort the drainage issues with the trampoline at Fen Lane. This will be looked into further.

Updates on actions from the last meeting were presented as:-

Item No:	Action	Response
2-23.08	Remove the portable toilet from the Sharp Walk allotments and retained for future use by the council	Completed
2-23.09	Remove the roundabout at Glebe Park	Completed
2-23.09	Replace roundabout (Glebe Park) with an alternative piece of play equipment.	Item 12 - 3.23
2-23.10	Consider the replacement of the shelter at the cemetery in the 2024/2025 precept.	Item 13 - 3.23
2-23.13	Extend the lease for a period of 1 year each year until the 5 year limit was reached.	Completed
2-23.14	Take a 3 year lease agreement for a water cooler system from Fresh Opportunities at a cost of £6.90 per week	Installed

### 3-23.6 Review of the E&O committee's latest Income & Expenditure report.

Members noted the spending shown on the latest I&E report.

### 3-23.7 Receive a report from the Services Team

The Services Team Manager informed the committee of the following items:-

- A review is underway to ensure works are carried out in a more efficient and cost effective manner
- The replacement of the Vivaro next year is under review, and a report will be presented to the next meeting
- The current works schedule is being varied to target works in a more efficient manner
- Health and Safety reviews have been undertaken
- New stock control measures have been implemented
- The tools and asset register has been updated and all equipment labelled
- A new hazards and near miss reporting system is being brought in.
- A review of all play equipment is being undertaken and the projected lifespan established and a replacement programmed worked into the five year plan

### 3-23.8 Consideration of request received for a running track at Chapel Fields

A request had been received from a member of the public that the council consider painting a running track on Chapel Fields. The committee discussed this request and felt that longer distance runners would just run, and didn't need a track marked out, and that shorter distances would need to be on a properly laid surface. The committee was mindful that the Strategic committee are considering what to install at Chapel Fields

It was **RESOLVED** to pass the request on to Strategic Planning Committee.

### 3-23.9 Consideration of request for an upgrade of the basketball court at the Village Green

The members considered this request.

It was **RESOLVED** that subject to a maximum budget of £200, a chain net is purchased for the basketball hoop at the Village Green and for the Services Team Manager to review the line markings on the pitch and upgrade if necessary.

**3-23.10 Precept planning for the financial year 2024-25, including development of the Committee’s 5-year action plan**

The committee were presented with the initial precept for 2024-25 and the clerk went through each item with background information where appropriate. A number of items are to be considered at the next meeting, when appropriate reports will be presented.

**3-23.11 To resolve whether the Council will move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 for the following confidential items.**

It was **RESOLVED** that the committee move into Closed Session to discuss the following confidential items.

**3-23.12 Consideration of quotes received for a roundabout at Glebe Park and swings at Witham Fields and Mill Park**

Three quotes had been obtained for the replacement equipment and a report had been circulated prior to the meeting regarding the various options.

It was **RESOLVED** to accept the quote from Sutcliffe for the swing at Witham Fields and the inclusive roundabout at Glebe Park using the £10,000 to be received from NKDC for the drainage at the Village Green and the remainder of up to £15,000 to be taken from the new equipment budget.

It was **RESOLVED** that the remainder of the new equipment budget be retained for any emergency repairs required in the rest of the year, and any remaining balance be earmarked and added to next year’s precept and that the swing at Mill Park be replaced in the next financial year and some toddler equipment at St Aidens.

**3-23.13 Consideration of replacing the shelter at the Cemetery**

The shelter at the Cemetery was removed as it was rotten and dangerous. The family who had originally donated the memorial shelter had been in touch and so the committee needed to be consider its replacement. The Committee discussed the options.

It was **RESOLVED** that the clerk approach Lincoln College/ Hill Holt Wood to ask if their apprentices would like to create a shelter for the cemetery, with the Council paying for materials.

Actions from this meeting:

Item No:	Action	Allocated to	Date to be completed
3-23.08	Pass request to Strategic	Clerk	28/09/2023
3-23.09	Order chain for basketball hoop	Clerk	ASAP
3-23.12	Order playground equipment	Clerk	ASAP
3-23.13	Contact Lincoln College/Hill Holt Wood	Clerk	ASAP

The meeting closed at 8.30pm.