



## Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 22 July 2025

Present: Cllr S. Davey, Cllr S. Hodson (Chair), Cllr J. Cox, Cllr A. Clark, Cllr.N.Clark,

In Attendance: Michelle Moss, Mike Crookes,

Members of public present: 0

1. **To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4234**  
None.
2. **To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4235**  
Cllr Davey noted an interest in agenda item 5h.
3. **Public participation - 10 minutes during which time the meeting is suspended - items raised which are not on the agenda will be referred to a later meeting, if appropriate - Ref: 4236**  
None.
4. **To approve the draft minutes of the Estates Committee meeting on 17th June 2025 - Ref: 4237**  
The draft minutes had been circulated prior to the meeting. RESOLVED to accept the minutes of the Estates Committee meeting of 17th June as a true record.  
All in favour
5. **Play Areas / Sports Ground - Ref: 4238**
  - a) **To receive an update on the pothole at the Kelsey Rd entrance to the sports field - Ref: 4239**  
It was noted that the estates team had filled the pot hole at the entrance to the sports ground car park and it appeared to be wearing quite well. The matter is now considered closed.
  - b) **To consider the repeat play area annual inspections quote received from PI - Ref: 4240**  
It was noted that: last year the contractor inspected all play areas/parks including an accompanied inspection at South St Park with Cllr Hodson and the clerk; the proposed quote is very similar to last year and includes 1 accompanied park; the inspector knows Caistor parks very well; the lead time is 16 weeks with the inspection due in December.  
RESOLVED to appoint the Play Inspection Company to complete the play area/parks inspection in December 25, but to consider appointing a different contractor next year for a fresh perspective.  
All in favour
  - c) **To receive an update about the fence at the town hall car park - Ref: 4241**  
(This agenda item should have been part of the update for the town hall and was discussed as part of agenda item 8) It was noted that the Co-op have agreed to replace/repair the fence and will schedule their contractor to do it.
  - d) **To receive an update on the repair/replacement of rotting support on junior multiplay at South St park - Ref: 4242**  
The contractor has been appointed and will complete the work in September when the schools have gone back. It was noted that Estates will need to repair the wetpour following replacement of the supports and the area may need to be cordoned off with heras panelling until the wet pour repairs have been completed and gone off.
  - e) **To consider action required to protect the wood on the cricket fence - Ref: 4243**  
It was noted that: the fence is treated rough wood which is not usually painted white, but feedback from several sources has noted that the fence has always been white; the sovereign product recommended by the contractor could be sprayed or painted. RESOLVED that members of Estates team and Mike Crookes would paint the fence white. Clerk to purchase equipment including white breathable outdoor paint and brushes.  
All in favour

Signature: .....



**f) To receive an update on the replacement bench slats for sports ground benches by the lock up - Ref: 4244**

The bench slats have been ordered and should be delivered next week.

**g) To receive an update about the overhanging trees in the parks and play areas - Ref: 4245**

The contractor has been appointed, but most of the trees have TPO's and they are in the process of obtaining permission from WLDC to cut the trees which can take 8-10 weeks - date to be arranged once approval granted which is likely to be in Sept/Oct.

**h) To receive an update about the broken manhole cover at the CS&SC - Ref: 4246**

The manhole cover and surround have now been repaired. No further action required.

**i) To receive an update on the play area repairs and agree next steps - Ref: 4247**

It was noted that: the swing heights have all been adjusted; swing chains all replaced as needed; climbing nets and retaining rope has all been repaired; the crack in the surface of the skate park ramp has been repaired but someone had tried to vandalise it again; the graffiti has been removed but it is an ongoing issue. The see saw at sports field still needs repairing and it was agreed to add it to the agenda for consideration in September. It was agreed to look into a solution for the eroding earth at the entrance to the skate park and consider it at the next estates meeting. The next monthly inspection is due this week, Cllr Hodson will complete it and feedback.

**6. Cemetery / Churchyards - Ref: 4248**

**a) To receive an update on the project to tidy up the sides of the cemetery car park - Ref: 4249**

It was noted that the plan had been to buy teram for the sides to keep the weeds down, but noted that the leaves gather in the areas and would negate the benefit of the weed suppressant. RESOLVED to put the tree chippings, from the tree work planned in Sept, around the sides of the cemetery and keep spraying to control the weeds rather than putting teram down.

All in favour

**b) To receive an update on the memorial safety checks on the cemetery - Ref: 4250**

It was noted that of the 43 memorials initially found to be unsafe, only 5 had been repaired by the memorial owners. Of the remainder, two large memorials were laid flat, both inside kerb sets, the rest have been made safe by estates except for one which was too big for MM and MC to repair and will need the support of another to repair.

It was also noted that the council is responsible for the safety of the closed churchyards at St Peters and St Pauls and the congregational churchyard and that mapping these is in hand to enable safety inspections. The process for advertising will be started in the Autumn once approval has been granted by the diocese.

**7. Allotments - Ref: 4251**

**a) To receive the allotment report following this months inspection - Ref: 4252**

It was noted that most allotments are being worked and reasonably well looked after. Mike has made the area at the end of the allotments safe and has trimmed.

**8. Town Hall - Ref: 4253**

**a) To receive the damp report for the town hall (new Working Group being formed) - Ref: 4254**

The damp survey was considered and it was noted that there are some significant issues with the town hall which need to be addressed as a priority. It was agreed at full council to form a working group with members of Estates and members of the town hall management group. The first meeting is being scheduled for this/next week.

**9. Other buildings/ Property - Ref: 4255**

**a) Old Fire Station - To receive an update on H&S inspection action - Ref: 4256**

It was noted that both LCC or WLDC have said that they are not responsible for the building and do not own it. RESOLVED that Cllr Davey would update Cllr Bowman and ask her to get some quotes from structural engineers to inspect and assess the building in the first instance.

All in favour



**b) To consider clearing out the old fire station to make room to store the heras panels and other CTC equipment - Ref: 4257**

It was noted that the building has a lot of Caistor in Bloom equipment/waste stored in it, but until it has been inspected and a survey completed, it should be considered unfit for use. RESOLVED to recommend to full council that Caistor in Bloom be formally asked to remove their equipment from the building in light of the need for a structural survey.

All in favour

**c) To receive an update on the community orchard project - Ref: 4258**

It was noted that Cllrs Hodson and A.Clark had met with the group to gather more information about their proposal; it had not been made clear at the council meeting that the group were looking for the council to fund their project; the councillors had asked for drawings/plans and costs to council to be identified; the group had submitted a PDD to the clerk with the only cost for some fencing wire. The update will be included for consideration on agenda for the next full council meeting.

**10. To receive an update from Grounds / Handyperson - Ref: 4259**

The report had been circulated to the committee ahead of the meeting. MC also noted that the deep water signs at Millfields keep being vandalised; there is an issue with bins not being emptied at the cemetery - WLDC operatives have said they will only empty one black bin - they have emptied all 4 up until now; in South St Park the operatives have said they will only empty the designated bins - this will start to become an issue when there are events on and community group organisers will need to consider litter removal for events. RESOLVED that councillors would raise the issues with bins to WLDC representatives at the next meeting.

**11. To consider what (if anything) to do with the ride on mower which isn't currently being used - Ref: 4260**

It was agreed that Cllr Hodson would get a value for the mower and it would be discussed at the next Estates meeting.

**12. To consider Estates projects for next year and agree who will complete each PPD - Ref: 4261**

It was noted that the budget planning for next year would start in September and that Estates Committee would need to have an PDD reviewed/agreed by full council to feed into the initial budget. Projects for consideration include: Notice boards for the cemetery and allotments (MM); damp repairs for the town hall (JC); wet pour repairs to the play surfaces in Sports ground play area (SH); picnic benches for SSP and Sports Ground (NC). It was agreed that the committee members would give it some further thought before the next estates meeting.

Meeting closed at 9:20pm

Signature: .....