



Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 16 September 2025

Present: Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr A. Clark, Cllr.N.Clark,
In Attendance: Michelle Moss, Mike Crookes (Estates),
Members of public present: 1

1. **To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4388**
Apologies received from Cllrs Cox and Wright
2. **To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4389**
Cllr Davey declared an interest in agenda item 9.
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: 4390**
None.
4. **To approve the draft minutes of the Estates Committee meeting on 22nd July 2025 - Ref: 4391**
The draft minutes had been circulated prior to the meeting. RESOLVED to accept the minutes of the Estates Committee meeting of 22nd July as a true record.
All in favour
5. **Play Areas / Sports Ground - Ref: 4392**
 - a) **To consider proposals and quotes for repairing the skate park equipment - Ref: 4393**
Several companies had been contacted. Two quotes had been received. One was from the original supplier of the skate park and was for supply only for the necessary parts - £3583.90; the other from a specialist skate park repair and maintenance company for supply and fit - for repair of the cracked panel and replacement of the panel with the hole £1476.00 ex VAT. It was noted that either option would result in an overspend for the Play Equipment maintenance budget; there is £5000 in EMR for play equipment repair and improvements; an insurance claim was considered but given the excess and impact on future premium this option was discounted; the committee noted that if the skate equipment is damaged again in the future consideration would have to be given to removing it.
RESOLVED to appoint 414 Skate parks to supply and complete the repair and to ask full council for the funds to be made available from EMR.
All in favour
 - b) **To consider what to do about the see saw at the play area on the sports ground - Ref: 4394**
It was noted that Mike Crookes and Cllr Davey have a previous action to look at the see saw with a view to repairing the pivot mechanism and reducing the lateral movement in it and will schedule time to take a look over the next few weeks.
 - c) **Consider what to do about the eroding earth at the skate park/muga - Ref: 4395**
It was noted that the ground around the MUGA at the sports ground is eroding; the original netting was exposed in several areas resulting in a trip hazzard and has now been cut away, but the erosion continues; Mike Crookes suggested installing ground reinforcement grids/honeycomb tiles.
RESOLVED that Mike Crookes will purchase 1 ground reinforcement tile and do a test patch in a low traffic area to see how successful it is.
All in favour
 - d) **To consider the maintenance needs of the Millennium Garden in South St Park and agree action - Ref: 4396**
It was noted that Cllr Laverack and his partner have offered to look after the millennium garden in South St Park but it is not clear what that would entail and what, if any costs may be involved. RESOLVED that Cllr A. Clark

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would have a more detailed discussion with Cllr Laverack to clarify the proposal and report back at the next estates meeting; it was also RESOLVED that Mike Crookes would spray off the millennium garden area to remove the weeds.

All in favour

e) To receive the most recent play equipment inspection summary and consider the work still outstanding from the last full risk assessment - Ref: 4397

It was noted that: most of the repairs on the play equipment have now been completed; Watermans has repaired the junior multiplay and the balance beam; most of the outstanding actions are the surface repairs and replacements at the sports ground which are being presented for prioritisation at the next full council meeting when discussing the budget.

6. Cemetery / Churchyards - Ref: 4398

a) To review the Cemetery Manual and Regulations - Ref: 4399

RESOLVED to approve the proposed changes to the cemetery regulations.

All in favour

b) To review the Memorial Inspection policy v1.1 - Ref: 4400

It was noted that the proposed changes include documenting the legislation, ensuring anyone testing and repairing the memorials is fully trained, and specialist advice is sought where necessary. RESOLVED to approve the proposed changes to the memorial inspection policy.

All in favour

c) To consider the proposal and prices for family ashes plot and agree next steps - Ref: 4401

A report including the pros and cons of the introduction of family ashes plots had been circulated prior to the meeting. It was noted that the space in the cemetery where the graves are too small to sell as full graves lends itself to family ashes plots and is currently lost income, but creating ashes sections within the burials section will introduce visual inconsistency, complexity in record keeping, maintenance issues and a consultation should be undertaken to minimise complaints.

RESOLVED to defer any decision about the section until members have had chance to visit the proposed section at the cemetery.

All in favour

d) To consider to cemetery fees and agree any changes - Ref: 4402

A comparison of charges had been completed and circulated prior to the meeting. The comparison showed that Caistor charges are generally lower than neighbouring parishes. RESOLVED to leave as they are for now and revisit in March time next year.

All in favour

e) To consider starting the project for a notice board at the cemetery and agree next steps - Ref: 4403

It was noted that at the full council meeting last week, councillors had resolved to discuss all of the project proposals at the October meeting of full council, including the notice board for the cemetery, therefore no action may be taken on this at present.

f) To consider the holly tree which has been planted graveside at the cemetery and trees/flowers planted on left hand side and agree next steps - Ref: 4404

It was noted that a holly tree has been planted graveside on the left hand side of the cemetery and given the size, has been there for several years; there are newly planted shrubs (possibly leylandii) on the near left hand side of the cemetery by the hedge. The cemetery regulations prohibiting trees and shrubs have been in place for many years, due to the damage roots can do to memorials, long term maintenance and for fairness of trees and roots encroaching on other plots. RESOLVED to recommend to full council that a) the families are asked to remove the newly planted shrubs and if they get any bigger the council will need to remove them; b) the families are not permitted to plant anything else at the cemetery without the express permission of the Estates Committee; and c) to advise the family that the holly tree must not be permitted to get any bigger and if it does the council will remove it.

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All in favour

g) To consider whether to attend the ICCM course 'Establishing and managing gardens of remembrance' - Ref: 4405

It was noted that the training is remote and we are looking at extending the ashes section in the cemetery. RESOLVED that Cllr Hodson and Michelle Moss will attend.

All in favour

7. Allotments - Ref: 4406

a) To receive the most recent allotment report and agree any action - Ref: 4407

The inspection feedback and action was noted.

8. Town Hall - Ref: 4408

a) To receive an update on the town hall damp issue - Ref: 4409

It was noted that progress to get the quotes is slow as the clerk is struggling to find the time. Cllr N.Clark offered to help contact the contractors with a view to getting quotes for the roof, downpipes, guttering and boiler room floor.

b) To receive an update on marking out a parking space for the sole use of CTC in CTH car park - Ref: 4410

The lettering has been purchased. It was noted that it is an outstanding action for MC - Cllr N. Clark agreed to help MC.

9. Sports and Social Club - Ref: 4411

a) To consider the damaged gutter alongside car park and agree next steps - Ref: 4412

The photos had been circulated prior to the meeting. Cllr Hodson noted that: the drain under the broken section is not functioning as the water drains away from it; the broken section of cover needs to be removed and the drain under filled with concrete. RESOLVED that Cllr Hodson and MC will take a look and concrete the section.

1 abstained

b) To consider CS&SC request to move the light on the roof at the sports and social club - Ref: 4413

It was noted that the light is an old halogen lamp and no longer works properly. RESOLVED that CS&SC may remove the light.

1 abstained

c) To receive the report for the pump service and agree next steps - Ref: 4414

It was noted that the pump service report advised that the IR of the pump has significantly deteriorated since last years service. The quote for replacing the pump is £885 ex vat. If the pump stops working sewage will back up in the toilets and changing rooms. RESOLVED to accept the quote from Blockfree services to replace the pump.

1 abstained

10. Other buildings/ Property - Ref: 4415

a) To receive an update on the old fire station and agree next steps for Estates Committee - Ref: 4416

It was noted that the Caistor in Bloom still hasn't cleared old fire station; getting a structural survey for the fire station was raised as a high priority by the H&S risk assessor when he visited in April and advised that it should not be used until it has been deemed as safe; getting quotes for the survey has been challenging; seven companies were approached to quote for the structural survey and two quotes have now been received - Capstone and Messenger. RESOLVED to accept the quote for £1150 from Capstone and appoint Capstone to complete the structural survey for the old fire station.

All in favour

b) To receive an update on resiting the bench in the Market Place and agree next steps - Ref: 4417

It was noted that the bench had been removed to make room for the Saturday market whilst 2-4 has hoarding up, and should not be replaced until the hoarding comes down.

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All in favour

c) To note the damage to the bench at pigeon spring and agree action - Ref: 4418

Photos of the damage and rotten timbers to the bench had been circulated prior to the meeting. It was noted that the bench slats had been damaged and the seat of the bench had come away from the wall; Mike Crookes had assessed it as unsafe and removed it; complaints have been received from residents asking that the bench is not replaced with the reasons given as: over that last couple of years it has become a hang out for people drinking and taking drugs most evenings and they leave glass, cans, vapes and drug packets around the area. RESOLVED not to replace the bench.

All in favour

11. Estates employee Update - Ref: 4419

a) To receive the report from Estates and agree any next steps - Ref: 4420

Mike Crookes report had been circulated prior to the meeting. He also noted that several areas around the town have previously been looked after by CIB, but they are not looking after them currently - embankment alongside the allotments, town hall rose garden; the market signs are worn and need replacing; Caistor Goes has complained that Estates equipment is in their way in the lock up; the lock up garage door is in need of a service as it got stuck recently.

It was agreed: to add the market signs to the next estates agenda; SD to support MC with Caistor Goes and progress the lock up agreement; MC get quotes for the garage door service/repair to be discussed at the next estates meeting.

b) To consider Estates winter tasks - Ref: 4421

The previous 2 years winter tasks were reviewed. RESOLVED that MM would compile a list of tasks and circulate for any additional input from Estates Councillors.

All in favour

12. To consider preferred contractors list - Ref: 4422

Cllr N Clark noted the list is 99% complete and he will circulate prior to the next meeting for review and agreement. MM to add to next Estates committee agenda.

13. To review the project proposals documents for 26/27 - Ref: 4423

It was noted that the gutters and fascia's at the lock up are missing on the football side and need replacing - MC agreed to do a project proposal for this.

14. To note the date of the next Estates Committee meeting - 25th November 2025 - Ref: 4424

Noted.

Meeting closed at 9:07pm

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