



## Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts & Heritage Centre on 25 November 2025

Present: Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, 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: 4591**  
Apologies received from Cllr Wright.
2. **To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4592**  
None.
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: 4593**  
None.
4. **To approve the draft minutes of the Estates Committee meeting on 16th September 2025 - Ref: 4594**  
The draft minutes had been circulated prior to the meeting. RESOLVED to accept the minutes of the Estates committee meeting of 16th September 2025 as a true record.  
All in favour
5. **To review the outstanding actions from estates committee meeting 16th September 2025 - Ref: 4595**  
It was noted that all actions had either been completed or included as agenda items with the exception of the quotes for the town hall damp which is in progress and was carried forward.
6. **Play Areas / Sports Ground - Ref: 4596**
  - a. **Repair / replacement of sports ground wetpour surfaces(25696) - Ref: 4597**  
It was noted that the previous quotes received were no longer valid and a revised quote had been received from one contractor. Due to the potential cost of the works it was RESOLVED to seek three quotes and review at the next Estates Committee meeting.  
All in favour
  - b. **To receive the repair report for the skate park ramps, note the additional damage identified and consider next steps - Ref: 4598**  
The report had been circulated prior to the meeting. It was noted that there are a few minor areas which the contractor had recommended for repair. It was noted that the external play area inspection is scheduled for 12th December and agreed to defer any action pending this report.
  - c. **To receive an update on action to fix the see saw at the play area on the sports ground - Ref: 4599**  
It was noted that whilst there is some movement in the see saw joint, it is not deteriorating. RESOLVED to take no further action at this time.  
All in favour
- d. **To consider what to do about the eroding earth around the MUGA in sports ground (25643) - Ref: 4600**  
It was noted that the one tile test had been successful. RESOLVED to purchase approx 12 tiles for Mike Crookes to repair the high traffic area around the MUGA. Proposed budget of £100.  
All in favour
- e. **To consider whether to progress a project to install fascias and gutters for the football lock up - Ref: 4601**  
It was noted that when built, the roof overhang had been cut too short allowing water ingress. RESOLVED to purchase flashings, clips, fascias to be installed by Mike Crookes to prevent future water ingress. Proposed



budget of £100.

All in favour

**f. To consider what action to take with the crack on the front of the sports ground lock up - Ref: 4602**

It was noted that a crack has appeared around the front end of the lock up. RESOLVED that Mike Crookes will strap and seal the crack.

All in favour

**g. To agree next steps for repairing/servicing the garage door at the lock up (MC getting quote) - Ref: 4603**

It was noted that the garage door is in working order and RESOLVED to close this issue with no further action at this time.

All in favour

**h. To consider the health and safety recommendation to install a fire exit at the lock up - Ref: 4604**

It was noted that: the recent fire safety inspection had recommended a push pad is installed on the side door, effectively making it a fire exit; this would mean the only entry point would be the front garage door which may cause issues entering the building if cars are parked up to the doors.

RESOLVED not to progress this recommendation to install a fire exit at the lock up at this time.

All in favour

**i. To consider the volunteers offer to look after the mileniuim garden in SSP next year and the proposed agreement - Ref: 4605**

It was noted that: a memorandum of understanding had been drafted; the plans are to plant perennials and flowering bulbs which would be sourced with minimal cost to the council; Cllrs A.Clark and N.Clark would work with Cllr Laverack and Malcolm Laverack as volunteers for the garden. RESOLVED to get the agreement signed and include update at the next Estates Committee meeting.

All in favour

**j. To consider what to do about the brambles at the back of the millennium garden in South St Park - Ref: 4606**

RESOLVED that Mike Crookes will cut the brambles back and Cllr Hodson will then rotavate the area.

All in favour

**k. To receive an update on the damaged gutter alongside CS&SC car park(25511) - Ref: 4607**

It was noted that this action had been completed.

**l. New Picnic tables/benches Project - To consider the proposed location of the new picnic tables/benches and agree next steps - Ref: 4608**

It was noted that: the proposed location in South St Park and Sports ground work well, the Millfields location will be finalised once the furniture has been received. RESOLVED that the furniture should be purchased now to secure current prices, and should be delivered to and stored at Cllr Davey's until the installation in the Spring.

All in favour

7.

**Cemetery / Churchyards - Ref: 4609**

**a. To receive an update on the plans to complete memorial safety checks for the churchyard and congregational churchyard - Ref: 4610**

It was noted that all plans are in place, the Risk Assessment has been completed and the checks will start next week.

**b. To receive an update on the ground penetrating radar survey in the cemetery - Ref: 4611**

It was noted that the early report indicates many unmarked graves on the right side of the cemetery, but the full extent will not be known until the written report is received. The report should be received in the next couple of weeks. It was agreed that an extra ordinary meeting may be called to fully discuss the contents of the report and plan a full response, if appropriate, when it is received.

RESOLVED that Cllrs Hodson and Davey will prepare a statement which the clerk can use as a response for any interment or reservation requests whilst waiting for the full report.



All in favour

**c. To consider the request from a living relative to repair one of the memorials in the congregational churchyard - Ref: 4612**

It was noted that the memorial in question is a large cross which is in three pieces and currently collapsed; the relative will pay for the renovation; the Diocese has advised that it is not their land /decision. RESOLVED to allow the relative to complete the renovation works but ensure they use a NAMM qualified/BRAMM registered memorial mason.

All in favour

**8. Allotments - Ref: 4613**

None.

**9. Town Hall - Ref: 4614**

**a. To note the repaired fence at town hall car park - Ref: 4615**

It was noted that the Co-op had repaired sections of the broken fence.

**10. Other buildings/ Property - Ref: 4616**

**a. Bent hand rails in the walkway from Cornhill to Market Place (photo on phone 14.10.25) - Ref: 4617**

It was noted that the handrails are the property and responsibility of Lincolnshire County Council. The matter has already been raised with the County Councillor and highways. No further action.

**b. To consider next steps for the old fire station following CIB exit. - Ref: 4618**

It was noted that Cllr Morris had spoken with Michael Galligan who advised that he will clear anything he wants out of the fire station by 30th November. RESOLVED that a new lock should be put on the building and it should remain empty until the work in the structural engineers report is assessed/completed.

All in favour

**11. Grounds / Handyperson Update - Ref: 4619**

**a. To receive an update on work completed and work outstanding - Ref: 4620**

The report had been circulated prior to the meeting. All issues raised on the report are included as agenda items.

**b. Winter servicing of Estates Equipment(24867) - Ref: 4621**

It was noted that Mike Crookes has this on his schedule and it will be completed.

**c. Consider what to do with the ride on mower which isn't being used(25450) - Ref: 4622**

It was noted that there is a possibility that the mower will still be needed at a future date and RESOLVED to drain it, cover it and keep it for now.

All in favour

**12. To consider action to take in relation to grass cutting for 2026 - Ref: 4623**

It was noted that: both contractors have done a good job this year. It was agreed that the tenders for next year need to be sent out on the following basis: at least 3 quotes should be sought for all contracts; The amenity grass will be cut up to 15 times throughout the season per the contractors current map with any additional sections agreed at a per m<sup>2</sup> rate (if appropriate); the parks will be cut up to 15 times pa, Kelsway field will be included, the cricket and football pitches will be excluded and the boundaries will be cut twice a year; the cemetery will be cut up to 15 times per year; the congregational churchyard will be cut up to 15 times pa on a cut and collect basis; the churchyard front and parts of the back will be cut up to 15 times pa on a cut and collect basis, and the other parts of the back will be just cut twice a year. It was also noted that the contractors should be asked for their RAMS.

**13. To consider the preferred contractors list (if completed) - Ref: 4624**

Not yet completed.

**14. To consider the contractor management process and monitoring checklist (for H&S adherence) - Ref: 4625**



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It was noted that as the client commissioning work, the council retains the legal duty to ensure that any work done on our premises is carried out safely; the contractor monitoring process aims to address this; we already struggle to get quotes for council work and this process may discourage some contractors from wanting to provide quotes. RESOLVED that the contractor management process and monitoring checklist will be adopted with some minor tweaks.

All in favour

Meeting closed at 9:00pm

Signature: .....

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