



## Minutes of the Caistor Town Council Estates Committee held at 7:00pm at the Arts & Heritage Centre on 27 January 2026

Present: Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr J. Cox, Cllr A. Clark, Cllr.N.Clark, Cllr.P.Laverack,  
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: 4796**  
Apologies received from Cllr Davey, noted that Cllr Laverack is substituting for him.
2. **To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4797**  
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: 4798**  
None.
4. **To approve the draft minutes of the Estates Committee meeting on 25th November 2025 - Ref: 4799**  
The draft minutes had been circulated prior to the meeting. RESOLVED to accept the minutes of the Estates Committee meeting of 25th November 2025 as a true record.  
1 abstained
5. **To consider the outstanding actions from previous Estates Meeting - Ref: 4800**  
It was noted that most actions have been completed or are on the agenda for discussion. We are still trying to get quotes for the damp repairs at the town hall, the millenium garden has been sprayed and will be rotavated in early Spring, and the contractors management process and checklist are with Cllr Davey for review - 3 actions to be carried forward.
6. **Play Areas / Sports Ground - Ref: 4801**
  - a) **To consider the annual play area risk assessment and agree next steps - Ref: 4802**  
It was noted that: the report identified approx 190 issues with the play areas including 41 issues raised to monitor; Mike Crookes has already replaced the shackles and connectors on the swings at the sports ground which were the only moderate risk issues; cables ties have been removed, graffiti cleaned and corners filed on the signs. It was agreed that the priority items should be the replacement of shackles on equipment at South St Park which have been reported as worn in excess of 40% - the activity bridge, junior multiplay and adventure trail. MC and MM will agree priorities after this.  
All in favour
  - b) **To consider the quotes for the repair / replacement of sports ground wetpour surfaces(25696) - Ref: 4803**  
Three quotes had been received and circulated prior to the meeting. OLP quote was significantly more than the other two quotes. RTC work with major play equipment providers and had visited the site previously but only provided an estimate, Soft Surfaces had not visited the site and the quote was based on the information supplied. It was agreed to pursue RTC for a firm quote as the preferred supplied at this stage.  
All in favour
  - c) **To consider the volunteers offer to look after the milenuim garden in SSP next year and the proposed agreement - Ref: 4804**  
It was noted that there have been some changes in circumstances with the volunteers and agreed that Cllr A. Clark would co-ordinate efforts to source some shrubs and to plant and maintain the Millenuim garden. The area has been sprayed, Cllr Hodson will rotavate in March, Cllr Somerscales will try to get some bulbs.
  - d) **To consider the ongoing issues with 'fly-tipping' and rubbish at Kelsway field and agree any action to clear and prevent - Ref: 4805**

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It was noted that the area had already been cleared middle of last year and was again covered in litter, sofas sited, a fire pit dug, and trees being cut down to burn. WLDC have been contacted and their ASB team will include it on their inspection route and put some signs up. WLDC have refused to clear the area but have agreed that they will collect the sofas and bags of rubbish if we clear the site and move it to the sports field car park. Cllr Hodson / Mike Crookes to co-ordinate efforts to clear the area.

All in favour

**7. Cemetery / Churchyards - Ref: 4806**

**a) To receive an update on the memorial management and safety inspection testing at the churchyard and congregational cemetery and agree next steps (21340)(26058) - Ref: 4807**

It was noted that: safety inspections have been completed for all memorials; there were 14 fails in the congregational churchyard, of which 10 have been staked, the remainder were not considered an immediate danger; there were 7 fails in the churchyard, 3 of which were laid flat at the time of inspection; signs were placed on all fails to prompt owners to get in touch to discuss repairs. It was agreed that the failed memorials would be discussed again in March - MM/MC to take photos of the memorials and recommend action for consideration by Estates Committee.

**b) To receive an update on the NKR cemetery - Ref: 4808**

It was noted that the archaeologists have completed the GPR survey of the remainder of the cemetery, concentrating on the reserved plots or those believed to be empty, they have the trenching planned for the next few weeks and they will then complete their final report.

**8. Allotments - Ref: 4809**

**a) To consider updates to the Allotment Terms and Conditions (last reviewed July 2023) - Ref: 4810**

The proposed revision of the allotment TC's had been circulated prior to the meeting for review.

RESOLVED to approve the revised TC's.

All in favour

**b) To review the fees for the allotments and agree next steps (19693) - Ref: 4811**

RESOLVED to leave the allotment fees unchanged at £30 per plot.

All in favour

**9. Town Hall - Ref: 4812**

**a) To receive an update on the damp issues at the town hall - Ref: 4813**

It was noted that trying to get contractors to quote for the repairs at the town hall is proving challenging. Efforts are being renewed to get quotes and it was agreed that if we receive a quote from a reputable company, providing it is reasonable, full council permission should be sought to suspend the requirement for 3 quotes where appropriate.

**10. Other buildings/ Property - Ref: 4814**

**a) To consider reseeding Boys Hill to restore the grass and make it safer for contractors cutting - Ref: 4815**

The grass contractor had raised this area as a safety concern given how steep it is, and how slippery/muddy it gets. RESOLVED to exclude the area from the cutting agreement.

All in favour

**b) To confirm the plan for blocking off Cornhill for resurfacing - Ref: 4816**

Cornhill is being resurfaced 19th Jan. LCC have posted notices and delivered flyers to properties close by. It was agreed that MC will post the CTC flyers first week in Feb; Cllr Laverack will put notices on the cars parked there over the week prior; MC will put up heras panels across part of the area and attach notices about the work and contractors; Cllr Laverack will keep an eye on the heras panels; MM will put additional reminders on social media; Cllrs N.Clark, Hodson and Mike Crookes will be onsite on the afternoon of 18th to prevent cars parking and to erect the remainder of the heras panels to close the area ready for resurfacing.

**c) To consider the structural condition survey of the Old Fire Engine Shed and agree next steps - Ref: 4817**

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It was noted that the council does not have the funds at the moment to address the recommendations in the report. RESOLVED to lock and leave for now.

All in favour

**d) To consider whether the electrical feeder pillars need annual testing and agree next steps - Ref: 4818**

It was noted that when they were tested and remedial works completed last year, the inspection company had not put a recommended review date on the feeder pillars in the Market Place. It was agreed that MM would contact them to clarify.

**e) To consider CS&SC request to change the thermostat at the club to a Smart Hive - Ref: 4819**

RESOLVED to give CS&SC CIC permission to change the thermostat at the club.

All in favour

**11. Grounds / Handyperson Update - Ref: 4820**

MC shared his completed actions and progress on winter tasks. It was noted that he is also cleaning the sports ground toilet at the football club are not doing it - Cllr Clark to chase up football club to do this. Cllr Hodson volunteered to sort out the damage to the cemetery verges following the water leaks.

**12. To review the tender responses for the Grass cutting contracts 2026 and agree next steps (20973) - Ref: 4821**

It was noted that both grass contractors for 2025 had done a good job. Four companies had quoted for either the cemetery and church grass and/or the amenity and parks grass. Quotes were reviewed. Cost, experience and reputation were considered. Dyne group had completed the parks and amenity grass cutting for the last 3 years to a good standard and their quote was within budget for the parks and amenity grass. Mark Nettleton had only quoted for the churches and cemetery, has extensive experience of cutting churchyards for other local authorities and was the only quote within budget for the churchyards and cemetery.

RESOLVED to appoint Dyne Group to cut the parks and amenity grass (16 cuts) and Mark Nettleton to cut the churchyards and cemetery (15 cuts).

(following the meeting, the clerk noticed an error in the figures used for the summary table on which the decision was based - Councillors requested a follow-up meeting to review their decision in light of the error.)

All in favour

Meeting closed at 9:20pm

Signature: .....