Town Hall
14 High Street
Caistor
LN7 6TX

Minutes of the Caistor Town Council Estates Committee held at 7.00 at the Caistor Town Hall on 23 June 2026

Present: Cllr S. Davey, Cllr S. Hodson (Chair), Cllr A. Somerscales, Cllr L. Milner, Cllr A. Clark, Cllr N.Clark,
In Attendance: Michelle Moss, Mike Crookes,
Members of public present: 0

1. **To appoint a chairperson for the estates committee - Ref: 5159**

RESOLVED that Cllr Hodson would be appointed as Chair of Estates Committee.
Cllr Hodson thanked all councillors and staff for their hard work and efforts over the last year on the Estates Committee, and for the amount of work the Estates Committee had achieved.

All in favour

2. **To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 5160**

Apologies received from Cllr Cox - Cllr Milner appointed as his substitute.

3. **To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 5161**

Cllr Davey declared an interest in agenda items 11a and 11b.

4. **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: 5162**

None

5. **To approve the draft minutes of the Estates Committee meeting on 24/03/2026 - Ref: 5163**

The draft minutes of the meeting on 23rd March had been circulated prior to the meeting.
RESOLVED to approve the minutes of the meeting of 24th March as a true record of the meeting.

All in favour

6. **To consider the outstanding actions from previous Estates Meeting - Ref: 5164**

It was noted that all actions had either been completed or were agenda items for this meeting, with the exception of the contractor management process which Cllr Davey is still working on.

7. **Play Areas / Sports Ground - Ref: 5165**

a) **To receive the updated play area action log for actions from the risk assessment in December 25 - Ref: 5166**

It was noted that many of the actions have now been completed including: the play surfaces have now been replaced, drop bolts fitted to the sports field play park entrance, the litter bins at the sports ground have been replaced, the ground has been reinstated around the play equipment at SSP to remove the trip hazards, the damaged benches have been removed.

b) **To consider County Cllr Beans request to remove the tree stumps which are standing proud on the playing fields near Ayscough Grove - Ref: 5167**

It was noted that County Cllr Bean had asked if CTC could possibly remove the stumps which are on the verges near Ayscough Grove; the stumps are the result of trees being cut down many years previously and would require grinding out; they are on LCC land and therefore are officially LCC responsibility; CTC has not budgeted for this; it is a lower priority than some of CTC other Estates issues.
RESOLVED that no action would be taken with the stumps at this time.

All in favour

c) **To consider whether any further action is needed for the partially fallen tree at Millfields - Ref: 5168**

Cllr Hodson noted that what is left of the tree is pretty robust. RESOLVED that no further action would be taken at this time.
NOTE - This agenda item does not refer to the recent willow branch which fell across the stream and the access road.

All in favour

d) **To consider the quotes for gym equipment signage at sports ground and replacement seat for shoulder press - Ref: 5169**

It was noted that: the seats had been replaced several times in the recent past; they cost too much to keep replacing; the signs have been gone for some time; the signs are likely to be vandalised if they are replaced on the gym equipment. Cllr Somerscales volunteered to make a replacement seat out of hardwood and trial it on the shoulder press.

RESOLVED to: 1. Purchase the signs and housing for the user instructions; 2. Cllr Somerscales to make a replacement seat out of hardwood; 3. MM to put a message on social media advising that if there is any more damage to the gym equipment, it will be removed and remind residents that the equipment is covered by the CCTV.

All in favour

e) **To note the action taken in response to a resident complaint about climbing plants from the sports field over their fence - Ref: 5170**

It was noted that a complaint had been received from a resident whose property backs onto the sports ground - the vegetation and climbing weeds were damaging his fence and needed removing.

It was noted that MC and MM had met with the resident and agreed to remove the vegetation and that it is now mostly removed. MC will spray the area one this is possible.

f) **To consider possible solutions for disposing of green waste including composting or a fire pit at the corner of Kelsway Field - Ref: 5171**

It was noted that the amount of green waste has reduced; that better use should be made of the green bins to dispose of waste; there have been complaints about bonfires previously; that it would be difficult to agree a suitable location for a compost. Agreed not to action at this time and monitor going forward.

g) **To agree the location of the new benches in the parks. - Ref: 5172**

It was noted that the Millfields bench has been bolted down on the plinth near the entrance; the bench in the sports ground has now been moved to the grassed area closer to the toilets. These are no longer an issue. In South St Park the benches keep getting moved and are getting damaged with being moved. MC cleans the one by the roundabout every week - bird poo and tree sap. Agreed to monitor them.

h) **To consider next steps for the wildflower section in the Milenium Garden section of SSP - Ref: 5173**

It was noted that the flowers haven't come through as expected and there is a lot of fat hen. RESOLVED to remove the heras panels, cut it in August and review again for next year.

All in favour

i) **Consider what, if any action to take regarding the cracked footpath at Millfields (per the H&S report) - Ref: 5174**

RESOLVED to leave the footpath for now on the basis that it is not a trip hazard and is low priority.

All in favour

8. **Cemetery / Churchyards - Ref: 5175**

a) **To consider next steps and agree action for memorial repairs for Church and Congregational Churchyard - Ref: 5176**

Churchyard - Agreed to repair the cross and lay the other 2 memorials flat.

Congregational - There are 9 which will need to be laid flat and 5 that may be fixable.

It was agreed to form a working party on 11th July, 9am, meeting at the Churchyard to action the memorials.

b) **To consider whether the spoil pile at the cemetery can now be redistributed and what to use the area for - Ref: 5177**

It was noted that the ground penetrating radar survey has demonstrated that there are no historic burial under the spoil pile at the far end of the cemetery; the pile is around 10m2 and a depth of around 75cm; if the pile is cleared, even partially, it will enable additional land to be reclaimed for interments.

RESOLVED that Cllr Hodson will take this on as a project and will provide a plan and costings at the next Estates meeting.

(MC was asked to keep the spoil pile sprayed in the meantime)
All in favour

c) To consider the next steps for repairing the bench by the shed at the cemetery - Ref: 5178
RESOLVED that MC will renovate the bench with oak slats; Cllr Hodson will source the slats.
All in favour

d) To note the removal of the concrete bench by the GOR per the H&S report - Ref: 5179
Noted.

e) To consider whether to remove the dead tree at the cemetery - Ref: 5180
Consideration was given to removing the tree and it was RESOLVED that it is not dangerous and should be left alone and monitored.
All in favour

f) To consider maintenance requirements for the cemetery railings (Cllr Hodson) - Ref: 5181
It was noted that the railings were painted 3 years ago, but are now starting to chip again and are getting dirty. It was agreed that Mike would wash them down and maybe look to touch them up, but the job needs to be prioritised alongside other jobs such as removing the wall paint in the town hall basement.

g) To retrospectively approve the Abass memorial - Ref: 5182
The Abass memorial is not a standard fit with our memorial policy, the family wanted it in time for the 1 year anniversary in October, the stone mason quoted a 6 month lead time on it. Details were circulated to Estates Committee members in March and were approved. RESOLVED to retrospectively agree the memorial.
All in favour

9. Allotments - Ref: 5183

a) To receive the report from the most recent allotment inspection and agree next steps - Ref: 5184
The report noted that most allotments are being well managed. It was noted that there is a tree along the roadside boundary which is overgrown and encroaching on the allotment plots. It was also noted that there is another tree overhanging plot 2.
RESOLVED to get the trees trimmed once the growing season is over. (need to liaise with the plot holder affected)
All in favour

10. Town Hall - Ref: 5185

a) To consider appointing a sub-committee with the responsibility for ongoing maintenance and improvements at the town hall - Ref: 5186
It was noted that there are a lot of works which need completing at the town hall, getting quotes is difficult, time consuming and many contractors seem no longer interested in quoting for this type of work. There are damp issues, roof leaks in several places, much of the old building needs repointing, the windows are sealed shut and there are various other issues. It had been suggested that forming a sub committee of estates to maintain and improve the town hall would mean repairs and improvements may progress quicker. It was noted that a sub committee would need to adhere to the formal requirements of council meetings, but would have budget responsibility and decision making capability. The downsides of this are that it is additional work for the clerk who is already stretched beyond capacity. It was also noted that the CS&SC is in need of repairs, along with the old fire station. Health and Safety legislation has placed significant burden on the council resources, financial and employee capacity. The Estates Operative is also extremely stretched. The town council has significant portfolio of assets and a very limited budget and number of resources to look after the assets.
The council should have an asset maintenance schedule and a financial plan to support this for short, medium and longer term.
It was suggested that perhaps the council needs an additional employee to focus on building/property/health and safety management.
It was agreed to present this as an alternative suggestion to full council.

b) To consider the quote for repairing the town hall roof and other leaks - Ref: 5187
It was noted that despite efforts for nearly 12 months, only one quote has been secured for the repairs to the

town hall roof.
The quote is to fix the leak above the stage, the leak in the main hall, the leak in the bar area, to add flashing to the parapet roof and where the ramp attaches to the building, and to repoint around the stage fire exit. The quote is for £4200.
RESOLVED to accept the quote from Brigg and Humberside Roofing to repair the roof, the flashing and repointing as detailed in the quote.
All in favour

11. **Sports and Social Club - Ref: 5188**

Cllr Davey left the meeting.

a) **To receive the report from the meeting with the sports and social club CIC and agree any actions - Ref: 5189**

It was noted that the meeting with representatives from the sports and social club had resulted in a significant list of works which need doing, or the club would like to do -

- The roof will need replacing at some point and maybe some of the trusses.
- Hot water system. There are 2 x 300l tanks in the loft which heat the water up each time the hot water is switched on, even if there are just the bar/toilets/sinks being used. The hot water is not getting drawn off and is damaging the valves. The solution is to put in and isolate a smaller 180l cylinder just for using for the bar/toilets/kitchen.
- The concrete surface under the flooring in the bar area is starting to get worn probably due to age and amount of foot traffic. CIC would like it replaced at some point before it becomes too damaged.
- The flooring surface in the 'hall' is starting to deteriorate with age and foot traffic and will also need replacing at some point.
- The wooden separators for the toilet cubicles in male and female toilets ate showing signs of wear and need replacing at some point.
- There is a collapsed valve in the changing room which needs replacing asap (CTC approved replacing so that hot water is available for the changing facilities)
- Cars often park on the tarmacked section between the tennis courts and the cricket field. The CIC have a concern that this is a health and safety issue and would like CTC to consider putting up several collapsable barriers to prevent cars parking on this section.

It was noted that the collapsed valve has been replaced; the hot water tank issue is included next on the agenda; the CS&SC are currently using the tarmaked section for food wagons.
The remaining budget for CS&SC this year is £760 and there is £5500 in ear marked reserves.
It was agreed that the toilet cubicles are the priority and agreed that Mike would measure them and source a couple of quotes.

b) **To review the CS&SC boiler issue (see report) and agree next steps - Ref: 5190**

It was noted that the remaining budget for CS&SC this year is £760 and there is £5500 in ear marked reserves, and CS&SC has a list of repairs/improvements which are required. Members considered the report regarding the hot water system at the Sports & Social Club. It was noted that the Council, as landlord, is responsible for maintaining the existing system; however, the proposed installation of a smaller cylinder and associated zoning changes would constitute an alteration under the lease.
The Committee noted that the CIC had been asked to obtain quotations for the proposed works, but these had not yet been received. It was further noted that the Council does not currently have budget provision to fund such improvements. Members acknowledged that ongoing maintenance costs are being incurred due to valve failures associated with the current system.
It was agreed that consideration of the proposal be deferred pending receipt of full quotations and technical details from the CIC and that the matter be brought back to the Estates Committee once the required information is available.

12. **Other buildings/ Property - Ref: 5191**

Cllr Davey Returned to the meeting.

a) To receive the report from the recent Estates inspection of assets and agree any action - Ref: 5192

The Committee considered the outcomes of the Estates Asset Inspection undertaken on 19 May 2026, at which a wide range of maintenance, repair and improvement requirements were identified across Council assets, including the Town Hall, play areas, open spaces, cemetery, allotments, and leased properties.
Members noted that the inspection highlighted a significant number of current and future works, many of which will require medium to long□term planning and financial provision. It was further acknowledged that there is currently limited budget available to address these requirements and no defined short, medium or long□term prioritised programme of works.
The Committee agreed that, given the scale of the issues identified and the financial constraints, a strategic approach is required to prioritise works and clearly present the position to Full Council.

b) To review whether the trailer needs to be serviced - Ref: 5193

A reminder had been received regarding the trailer servicing. It was also noted that the bigger trailer had not been serviced and is approaching 10 years old. Two quotes had been received (all ex VAT)- £80 and £100 for the single axle trailer and £150 and £135 for the twin.
RESOLVED to accept the lower quote (Fieldview Trailers, Market Rasen) and get both trailers serviced.
All in favour

13. Grounds / Handyperson Update - Ref: 5194

Cllrs A.Clark and N.Clark left the meeting. It was RESOLVED to continue the meeting past the 2 hours.
MC provided an update of activities completed over the last 3 months and noted several issues. He also asked the committee to consider some 'corporate' colours for play equipment and parks.

14. To note the date of the next Estates Committee meeting - 28th July 2026 - Ref: 5195

Noted. It was agreed that the agenda should be narrow with a focus on a strategic plan for asset improvement/maintenance

Meeting closed at 9:20pm