



Minutes of the Caistor Town Council Estates Committee held at 7.00pm at the Arts & Heritage Centre on 24 March 2026

Present: Cllr J. Wright, 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 resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 4934

Apologies were noted from Cllr Cox - Cllr Milner is his substitute.

2. To receive declarations of interest and requests for dispensations in relation to agenda items and to consider granting requests for dispensations - Ref: 4935

Cllr Milner noted an interest in agenda item 8.

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: 4936

None.

4. To approve the draft minutes of the Estates Committee meeting on 27th January 2026 and 5th February 2026 - Ref: 4937

The draft minutes had been circulated prior to the meeting.

RESOLVED to approve the minutes of the meeting of 27th January 2026 as a true record of the meeting - 3 abstained as they were not at the meeting.

RESOLVED to approve the minutes of the meeting of 5th February 2026 as a true record of the meeting - 3 abstained as they were not at the meeting.

3 abstained

5. To consider the outstanding actions from previous Estates Meeting - Ref: 4938

It was noted that most actions had been completed or were on the agenda for further consideration.

Items carried forward: Contractor management process and checklist; advise grass contractor that Boys Hill doesn't need to be cut.

6. Play Areas / Sports Ground - Ref: 4939

a) To consider the final quotes for the repair/replacement of sports ground wetpour surfaces and agree next steps - Ref: 4940

The final quotes had been circulated for consideration prior to the meeting. It was noted that both quotes were similar in terms of the proposals, but the RTC quote was £4400 less than the OLP quote. Cllr Hodson had met with RTC and noted that they have many teams who complete surface replacements all around the country and have extensive experience. It was noted that the quote from RTC doesn't explicitly state that the spoil will be removed from site.

RESOLVED to appoint RTC to replace the wetpour surfaces in the sports ground play area, per the quote dated 6th February and to confirm that the price includes removal of the spoil.

All in favour

b) To receive an update on the meeting with the football club and consider next steps - Ref: 4941

It was noted that several councillors and the clerk had met with the football club and the meeting notes and actions had been circulated. It was noted that the toilets had been kept cleaner and the club had recently advised that they are waiting for a quote for the spraying before deciding next steps.

c) To receive an update on the fly tipping at Kelsway field and agree next steps including what to do with the tree which is being vandalised - Ref: 4942

It was noted that Cllr Somerscales had cleared the majority of the litter from the site, but the burnt sofas and other large items will need to be cleared when the site is drier. A quote had been received from Dyne Group to

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prune the damaged tree.

RESOLVED to accept the quote from Dyne Group to prune the damaged tree to approx 14ft.

All in favour

d) To agree a plan for installing the new picnic benches for the parks - Ref: 4943

It was noted that there are 6 new picnic benches which will need putting together before installation, 4 for South St Park (2 old to be removed), one for the sports ground and 1 for Millfields. It was agreed that Mike Crookes would work with Cllrs Davey, N.Clerk to put the benches together and install them, supported by Cllr A.Clark. The plan is to have them installed by mid May.

e) To receive an update on the millennium garden and agree next steps - Ref: 4944

It was noted that the millennium garden had been rotavated, raked, seeded and rolled. Heras fencing had been erected to protect the seedlings whilst they establish. Cllr Hodson will review when the heras should be removed.

f) To receive an update about the cricket clubs offer to paint the cricket fence and agree next steps - Ref: 4945

It was noted that we have the equipment necessary to paint the fence and the Cricket Club have offered to do this. It was agreed that the fence needs to be dry prior to painting. Cllr Wright agreed to monitor the weather and liaise with the club to identify a suitable time for painting.

g) To consider and agree a proposed locations for the memorial bench at the cricket club - Ref: 4946

It was noted that the potential locations offered by the club were at the top bank or in line with 3 existing benches at the bottom. RESOLVED to support the option for the bench to be installed at the bottom of the field in line with the 3 existing benches.

All in favour

h) To agree the clear up plan for the fallen branch at Millfields - Ref: 4947

It was noted that in a recent storm a branch had broken from a tree over a residents fence, but no damage had been caused. It was RESOLVED that Cllr Davey will clear up the branch and debris and to add an agenda item for the next meeting to consider the remaining section of tree.

All in favour

i) To receive an update on progress made on the Playground inspection report - Ref: 4948

It was noted that Mike Crookes had spent a considerable amount of time addressing the issues raised on the risk assessment report from the last inspection. The shackles reported as having 40% or more wear have mostly been replaced; most surfaces have been treated for algae/moss; wherever possible graffiti has been removed; caps have been replaced; protruding bolts cropped; corners of signs smoother; splintered wood smoothed; paths reinstated; trip hazards removed; drop bolts and sleeves completed at SSP. The remaining items include notice that most equipment needs painting, the surfaces in the sports ground play area need replacing, there are minor trip hazards at the thresholds of some wetpour surfaces and signage needs providing for the gym equipment.

j) To consider whether to repaint South St park gates and agree a budget for the paint - Ref: 4949

It was RESOLVED that Mike Crookes should rub down, remove the rusted decorative sections and repaint the gates to South St park in a dark green metal paint. (Clerk/RFO to ensure cost of materials is within budget)

All in favour

7. Cemetery / Churchyards - Ref: 4950

a) To consider next steps and agree action for memorial repairs for Church and Congregational Churchyard - Ref: 4951

It was noted that the memorials were inspected in December, most were staked and all failed memorials had signs put on them asking owners to contact the council - only 2 memorial owners have made contact. It was agreed that the next steps are: to notify the public that there are memorials which failed the inspection no relatives have come forward to repair them and the council will now consider longer term solutions for them which may include laying them flat; to notify the church diocese that in the churchyard, there are 2 memorials which are unsafe and need laying flat and one which will be repaired; Cllrs N.Clark and Wright will help Mike

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Crookes to lay the memorials flat in due course

b) To consider whether to repair the bench at the cemetery by the shed - Ref: 4952

RESOLVED that Mike Crookes will refurbish the bench.

All in favour

c) To receive an update on the verges at the cemetery and consider any next steps - Ref: 4953

It was noted that the verges have been rotavated, raked, seeded and rolled and cordoned off to allow growth. Cllr Hodson will keep an eye and remove the cordon when appropriate.

d) To receive an update on the project to sort out the sides of the cemetery car park and agree any further action - Ref: 4954

It was noted that chippings had now been spread over the sides of the cemetery, and the project is complete. Periodic maintenance will need to be undertaken to control the leaf mulch.

8. Allotments - Ref: 4955

a) To receive an update on the allotments - Ref: 4956

It was noted that MM and MC had inspected the allotments today. MC will strim all paths shortly. 9 allotments appear to be being worked, emails have been sent to 6 to ask for them to be bought back into work. 3 tenants are yet to make their rent payments. 2 plot holders have given up and plots have been offered to the next persons on the waiting list.

9. Town Hall - Ref: 4957

a) To receive an update on the damp and mould in the town hall boiler room and behind the stage area and agree any next steps - Ref: 4958

It was noted that trying to get contractors to complete works at the town hall is difficult. There appear to be several areas on the roof where leaks are happening during periods of heavy rain. A contractor has been sourced to investigate and repair the flooring in the boiler room and fix the guttering contributing to the problem in the bar area. The down pipe has been re-fixed to the exterior wall and replacement air vent covers have been installed.

There is an ever growing list of repairs for the town hall. It was suggested that there should be a project manager to focus specifically on repairs to the town hall, but noted that the council do not have the budget for this. It was agreed that the willing members of the estates committee should meet to informally consider how to approach this issue and make a recommendation to full council.

10. Other buildings/ Property - Ref: 4959

a) To consider the situation at pigeon springs and what if any action can be taken - Ref: 4960

It was noted that the spring is freely flowing over the road and along the embankment; the clerk has reported it to highways; Mike Crookes has cleared rubbish from the site and attempted to rod it but thinks there may be a blockage; the containment area for the spring is full of plants/mud. It was agreed that whilst it is a highways/anglian water issue, Cllrs Wright and N.Clark would clear the containment area and attempt to unblock and blocked pipework. The spring will be included for inspection on the upcoming walkabout with County Cllr Bean.

b) To receive an update on the need for electrical inspections for feeder pillars - Ref: 4961

It was noted that the electrical contractor and the insurance company have agreed that the inspections need to happen every 3 years. We are still waiting for the updated reports, but have diarised for Feb 2028.

11. Grounds / Handyperson Update - Ref: 4962

Councillors thanked Mike for the hard work and effort he has put into improvements and maintenance for Caistor.

Mike shared his work sheet. Councillors considered and agreed that the current format of reporting works, but asked Mike to send his completed work sheet to them monthly.

12. To review the terms of reference - Estates Committee and recommend any changes to full council - Ref: 4963

RESOLVED to accept the proposed changes and recommend approval of the terms of reference by full council at the annual meeting of the town council.

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at the Arts & Heritage Centre on 24 March 2026

All in favour

Meeting closed at 20:20

Signature: