

**Town Clerk  
Mrs G Bell**

Tel No 01757 708449  
E-Mail: [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk)



Selby Town Council,  
The Town Hall,  
York Street  
Selby YO8 4AJ  
Tel: 01757 708449  
Email:  
[admin@selbytowncouncil.gov.uk](mailto:admin@selbytowncouncil.gov.uk)

30 November 2021

Dear Councillor

### **Land and Property Committee**

You are hereby summoned to attend the meeting of Land and Property Committee which has been arranged to be held on line on **Monday 6 December 2021**, commencing at 7.00pm.

**LOG IN – The login details have been emailed to you.**

Yours sincerely

Gill Bell  
Town Clerk

To Councillors: M Dyson, W Nichols, G Harding, S Shaw-Wright, M Davis, I Lawton, Mrs M Fagan, K Franks and F Matthews

**All Councillors for information.**

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### **AGENDA**

**LP34 APOLOGIES FOR ABSENCE**

**LP35 DISCLOSURE OF INTERESTS**

## LP36 MINUTES

LP36.1 To **receive** the minutes of a meeting of the Land and Property Committee held on 6 September 2021. These minutes have been previously ratified at Council held on 27 September 2021. (Pages 8 to 13 attached).

LP36.2 Updates from the last meeting

Leaf mould and allotment waste bays – The bay is now functional. Signage has been obtained and will be sited shortly.

Containers – These have now been re-sited to the farm field with a small amount of groundworks to still be completed.

Waste from containers/cemetery - The Resource Team are identifying the types of waste that need to be disposed of and a plan to dispose of the waste in the best environmentally friendly way is being considered.

Cemetery Paths – 3 quotes have been received, please see item LP39.1

Unpaid Workforce – The cabin has been sited and the lease signed. Currently awaiting contact from the organisation to confirm when they will be on site.

Legionnaires Risk Assessment Survey – To be brought to a future meeting.

Waste Bins (Abbots Road) – Barwic Parade CP School will be sending their paintings over this term. To note there is a long lead time for the bins currently.

Noticeboards – The notices and signs will be removed from the gates etc and new ones displayed in the noticeboards over the next few weeks. The appropriate approved Cemetery Rules and Regulations will also be displayed in the noticeboards in the next few weeks.

Lightning Conductor – Have contacted the company again, reply still awaited.

Barwic Parade Play Area – The Clerk has written to the Headteacher at Barwic Parade school. The school would be interested in contributing towards the costs of a security camera if it provided coverage of the school playground as they are improving their play provision and are very concerned of vandalism and are not in a financial position to provide a camera on their own.

The Clerk has also written to Canon Weetman at Selby Abbey regarding a possible contribution towards the installation of the camera as the reach of the camera will cover St Richards.

The Clerk has written to residents of Woodville Terrace and Barwic Parade with regards to reporting anti-social behaviour at the play area.

See item LP40 for information regarding a security camera.

## **LP37 COUNCIL POLICIES**

There are no policies to be reviewed.

## **LP38 ALLOTMENTS**

### **Pymbles**

To **note** works are being organised to remove various debris/rubbish via a JCB and a builders skip with a view to be completed before the end of January 2022.

To **note** there are 42 people on the waiting list and the site is full pending showing a new tenant the 1 vacant plot. Plots to be split as they become available in the future.

### **Stonebridge**

To **note** the Resource Manager is meeting a drainage engineer in December to discuss specification, logistics and costings for drainage improvements to the site.

To **note** there are 53 names on the waiting list and 2 plots currently remain vacant. It is expected that these plots will be let before Christmas, they have been offered and replies are awaited.

### **Westbourne**

To **note** that several plots will be levelled and cleared of debris and covered until required. All non-organic material will be disposed of in a skip. The concrete base, on temp farm plot, is to be removed and the aggregates recycled by constructing a sub-base in front of the new container area.

To **note** costs have been received for the numbering of each allotment plot that consist of a robust A5 sign attached to a wooden stake that will protrude about 900mm out of the ground for the ease of identification at a total cost of £595.00 + VAT.

To **note** there are 7 names on the waiting list and 7 available plots (mainly half plots). Replies are awaited to offers sent to the waiting list.

## **LP39 CEMETERY**

### **LP39.1 DEFRA – Environmental Permitting Restrictions**

To **note** the above consultation was discussed at November Council meeting. The Resource Manager is liaising with the ICCM who are involved in the consultation process and will update the committee when further information is available.

### **LP39.2 Farm Field**

To **consider** a complaint received from a resident regarding the large Willow tree sited on the boundary of the Longmanns Hill Farm field. The property stands on Myrtle Avenue and the tree roots may interfere with house drainage system. The Resource Manager has asked a company for quotations to include the pollarding or to remove the tree completely. (Photo attached – page 14)

### **LP39.3 Cemetery Paths – Plot 6 A & B**

To **consider** the quotations received for the new paths on Plot 6 A & B. (Page 15 attached).

### **LP39.4 Other works**

Leaf blowing and gathering works have now begun and once complete the paths will then become accessible for the edging works to be completed. There are approximately 1.8kms of pin kerbs that require edging.

### **LP39.5 Cemetery Digital Mapping**

To **note** the Clerk is working with Pear Technology to provide a quotation for the digital mapping of the Cemetery. Pear technology previously provided a quotation in 2019. The Finance Manager is researching a suitable software package to support the digital mapping.

LP39.6 Cemetery Trees

To **consider** the Tree Condition Survey quotation (Pages 16 to 17 attached).

**LP40 PLAY AREAS**

To **note** minor repairs to all play areas that were identified in the Zurich Inspection Report have commenced in November and will continue throughout the winter months as and when necessary.

Barwick Parade

The Resource Manager has arranged to meet Mayfair to discuss specifications for a pole mounted CCTV system to be installed on the play area prior to obtaining a quotation.

**LP41 1811 BUILDING**

LP41.1 Renovations

To **consider** the report of the Resource Manager regarding quotations for renovation works to the 1811 Building. (Page 18 attached).

**LP42 TOWN HALL**

LP42.1 Town Hall Windows

To **note** the works to complete the refurbishments of the windows will start on week commencing 20 June 2022 and will be completed by 20 July 2022. The revised window quote did not include any scaffolding requirements and the Resource Manager has now secured a quotation for these additional costs. (Pages 19 to 20 attached).

**LP43 CEMETERY CHAPELS**

To **consider** progressing with the works to one or both of the Cemetery Chapels. Planning has been approved and works can now commence. The next stage is to consider instructing Native Architects to proceed with Stage 4 (a & b). The fee proposals are attached for submission of a Building Regulations application and Preparation of Tender Packages. (Pages 21 to 29 attached).

## **LP44 BONDGATE COMMUNITY WOODLAND**

### **LP44.1 Memorial Wheel**

To **note** following a meeting with Cllrs M Davis and K Franks and Mr S Cahill, the Clerk met with the architect from Native Architects to discuss the design and proposed costs. The designers have taken out the base steps, and amended the plinth to show red engineering bricks, which can site directly onto a larger exposed concrete pad. Native Architects think this scheme should be far more feasible with the councils 20-30k budget. Native Architects are meeting with contractors to firm up the costs and a response is awaited. The works are scheduled to commence in Spring 2022.

## **LP45 SCHEDULED WORK**

To **consider** the current scheduled works plan. (Pages 30 to 31 attached).

## **LP46 CEMETERY LODGE**

LP46.1 To **note** and **consider** the installation of an Air to Heat Pump. The Resource Manager met with a heating engineer to discuss the possibility of an Air to Heat Pump at the lodge and a quotation has been received. If the pump was to be installed the current radiators (8No) would need to be replaced with double (k2) style units. This would be at a cost of £350 per radiator (supplied and installed). (Pages 32 to 40 attached).

LP46.2 To **note** three companies have been invited to quote for the refurbishment of the Lodge, one of these have attended the site and a quotation has been provided. The Resource Manager is meeting with a second company on 1 December. There has been no response at this time from the other company. (Page 41 attached).

LP46.3 To **consider** and **agree** a maximum expenditure for the works to the Cemetery Lodge.

## **LP47 PRIVATE SESSION**

**In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press will be excluded from the meeting for the discussion of the following exempt business (Item LP48).**

**LP48 PYMBLES ALLOTMENT**

To **consider** the report of the Clerk regarding a new tenant on Pymble Site.  
(Page 42 attached).

**LP49 DATE OF FUTURE MEETINGS**

<b>Monday 20 December 2021</b>	<b>Council Special Budget Meeting</b>
<b>Monday 31 January 2022</b>	<b>Council</b>
<b>Monday 7 February 2022</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 21 February 2022</b>	<b>Health, Safety and Welfare Group</b>
<b>Monday 28 February 2022</b>	<b>Council</b>
<b>Monday 7 March 2022</b>	<b>Land &amp; Property Committee</b>
<b>Monday 14 March 2022</b>	<b>Town Hall Management Committee</b>
<b>Monday 28 March 2022</b>	<b>Council</b>