

MINUTES OF THE PROCEEDINGS OF THE LAND AND PROPERTY COMMITTEE MEETING HELD ONLINE ON 7 MARCH 2022

PRESENT: Cllrs M Davis, F Matthews, S Shaw-Wright, M Dyson, K Franks and M Fagan.

IN ATTENDANCE: G Bell and A Argyle

LP50 APOLOGIES FOR ABSENCE

There were no apologies received.

LP51 DISCLOSURE OF INTERESTS

There were no disclosures of interests.

LP52 MINUTES

LP52.1 The minutes of the Land & Property Committee held on 6 December 2021 were received and noted. These minutes had previously been approved at Council held on 31 January 2022.

RESOLVED That the minutes be noted.

LP52.2 The Clerk updated on items from the last meeting.

The waste bay is now functional, and signage is in place.

The containers have now been re-sited to the farm field. Quotes are awaited for a supply of wooden planters to be planted with bamboo. These will provide shield on 3 sides of the containers.

Other than the scrap metal, all waste has been removed. Cllr Matthews asked if the large heap of waste on the site to be developed for Columbarium was to be removed. The Resource Manager clarified that this heap mainly consisted of compost and would be used for topping up graves etc.

The Unpaid Workforce are now on site and currently working on the soil beds in extension A, B, C, D, E & F. It was noted that they, along with the caretaker, were making significant improvements to the cemetery.

The paintings from the pupils at Barwic Parade have been sent to the contractors.

A response is awaited from the supplier of the defective noticeboard at the Town Hall.

A reply is still awaited from the company regarding the Lighting Conductor.

The Clerk was asked to include the Town Hall Windows as a standing item in the updates.

RESOLVED That the abovementioned updates be noted.

LP53 COUNCIL POLICIES

There were no policies to be reviewed.

LP54 ALLOTMENTS

Pymbles

The clearance of debris / rubbish as reported previously has no been completed. Further debris / rubbish had appeared after the skip had been removed and the tenants responsible were contacted and have now removed this debris / rubbish.

It was noted that there are 41 people on the waiting list and there are 3 half plots vacant in the process of being let.

Stonebridge

It was noted that the Resource Manager has put the drainage project on hold due to concentration on more urgent matters.

It was noted that there are 45 people on the waiting list and 1 half plot is in the process of being let.

Westbourne

The concrete base, on temp farm plot No 4 has been removed and the former tenant has been invoiced for the clearance works. A response is awaited.

It was noted that the individual signs for the allotment plots are currently being installed.

Work has started on the reduction of the overgrown hedge between the farm field and Westbourne allotments. It was noted that risk assessments had been carried out on all hedges and trees and the work would be completed before bird nesting season.

It was noted there is 1 name on the waiting list and 3 half plots and 1 New Temporary Farm plot vacant.

RESOLVED That the updates be noted.

LP55 CEMETERY

LP55.1 DEFRA – Environmental Permitting Restrictions

The Clerk will update the Council when further information is available.

LP55.2 Farm Field

This item was discussed in Private Session.

LP55.3 Cemetery Paths – Plot 6 A & B

A start date for the above work is expected to be at the beginning of June 2022.

LP55.4 Cemetery Digital Mapping

It was noted that the Clerk had held further discussions with the company, but due to dealing with more urgent matters the report has yet to be completed. The Clerk will bring the report to Land & Property Committee in June.

RESOLVED That full costs be brought to June Land & Property and if approved the cost to be taken from the Efficiency Fund EMR

LP55.5 Cemetery Trees

It was noted that a further quote had been received for a ground level basic tree assessment survey (Level 2 survey) of all significant individual trees and groups of trees within the cemetery. Defects noted on individual trees would be assessed and recorded. A tree schedule would be actioned detailing notes on individual trees, stem diameter, age, life expectancy, recommendations etc. A cemetery plan showing each area / plot number and the trees contained in each area / plot would be completed and the trees would be tagged.

The Chair of Land & Property and the Chair of Council approved the quotation of £2,150 as per the instruction from the last meeting.

The tree assessment survey will commence w/c 21 March 2022.

It was noted that it was approved at the Council Budget Meeting that the funds would be taken from Cemetery Paths /Tree EMR.

RESOLVED That the update be noted.

LP56 PLAY AREAS

It was noted that minor repairs to all play areas have commenced and will continue throughout the winter months as and when necessary.

Barwic Parade

The item regarding CCTV was considered in Private Session.

Flaxley Road

It was noted that following concerns raised from several residents over youths playing football late at night and making lots of noise with the ball hitting the metal fence, the Resource Manager had instructed the team to install a metal bench, taken from stock, where the “goal mouth” had appeared. New signage was also attached reading “No ball games”. No further concerns have been raised since.

Wistow Road

It was noted that the ground had become waterlogged following the recent storms.

It was suggested that sections of low growing hedging could be planted around the play area to assist with soaking up some of the standing water. It was agreed to not surround the entire play area so visibility could be maintained for security reasons.

LP57 1811 BUILDING

LP57.1 Renovations

It was noted that after comparing both quotations the Resource Manager has appointed a contractor to agree the final specification and confirm a start date.

The Clerk updated that a Change of Use planning application was required and had instructed Native Architects to submit on behalf of the Town Council.

RESOLVED That the updates be noted.

LP58 TOWN HALL

LP58.1 Legionnaires Risk Assessment

The report from the Arts Officer was considered. The Resource Manager was asked to clarify the recommended frequency of the survey and add to the scheduled list of annual works.

RECOMMENDATIONS TO COUNCIL THAT:

- i. The report be noted**
- ii. The recommended work be carried out at a cost of £1,997 + VAT**
- iii. The funds be taken from Asset Replacement EMR**

LP58.2 Town Hall Door Handles

The report from the Arts Officer was considered. The Resource Manager was asked to clarify if all the handles could be in brass.

RECOMMENDATIONS TO COUNCIL THAT:

- i. The report be noted**
- ii. Option 1 at a cost of £490 (10 x brass and 2 aluminium lever / lever on rose handles)**
- iii. The funds be taken from Asset Replacement EMR**

LP59 CEMETERY CHAPELS

It was noted that there are no further updates at this time.

LP60 BONDGATE COMMUNITY WOODLAND

LP60.1 Memorial Wheel

It was noted that the planning application for the Mining Wheel had been submitted.

RESOLVED That the update be noted.

LP61 SCHEDULED WORKS

The Resource Manager provided a plan of current scheduled works.

RESOLVED That the update be noted.

LP62 CEMETERY LODGE

LP62.1 It was noted that a second reduced specification had been presented to the contractor and work had started. The Resource Manager updated that asbestos tiles had been found under plywood in the bathroom, kitchen and hallway of the property. A specialist company had been called in to remove and test samples of the tiles and a report is awaited. It was noted that at the moment this wasn't causing any delays.

RECOMMENDATION TO COUNCIL That the Chairs of Council and Land & Property Committee be granted delegated powers to make a decision on the outcome of the report.

The Resource Manager was asked to ascertain an expected completion time from the builders.

LP63 LONGMANN HILLS FARMHOUSE

The report on the heating system from the Resource Manager was considered. The Resource Manager was asked to find out advice on the lifespan of the system, how much to replace and the timescale to replace the system.

RESOLVED That the update be noted.

LP 64 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 48).

LP65 BARWIC PARADE CCTV CAMERA

LP65.1 The report from the Resource Manager was considered. The Resource Manager was asked to report back with additional information.

LP65.2 The report from Cllr Lockley in relation to GDPR issues in relation to CCTV installations was considered.

RESOLVED That a risk assessment be completed before the installation of any CCTV equipment.

LP66 FARM FIELD – WILLOW TREE

A letter received from a resident was considered. Concerns were raised regarding the effect on the water table if the tree was removed. It was agreed that new trees could be planted in a better position to replace the one causing concern.

RECOMMENDATION TO COUNCIL THAT:

- i. The tree be removed**
- ii. The Clerk write to the resident informing them of the decision**

LP67 ALLOTMENTS

LP67.1 Requests for trees

LP67.1.1 Stonebridge – Plot 18A

A request from a tenant to plant a mini orchard on their allotment was considered.

RESOLVED That the Clerk writes to the tenant requesting more specific details.

LP67.1.2 Pymbles – Plot 23A

A request from a tenant to plant a mini fruit tree on their allotment was considered.

RESOLVED That the Clerk writes to the tenant requesting more specific details.

LP67.2 Tenants moving out of Selby Parish

Following a tenant moving out of the Town Council parish the committee considered a reasonable period of notice to quit that should be given.

It was agreed that the tenant should be allowed to remain on the plot until the end of the tenancy year. If there was no one on the waiting list at renewal time the plot could be re-offered to the tenant on a double fee basis.

The committee agreed that each allotment site should have its own agreement due to 2 of the sites having long waiting lists.

RESOLVED That new Tenancy agreements be written for each allotment site.

RECOMMENDATIONS TO COUNCIL THAT:

- i. Any tenants known to have moved out of the parish be written to immediately and given a notice to quit on 31 December**
- ii. If at tenancy renewal there are no names on the waiting list the existing tenant be offered to renew at double fees. This will be on a year by year basis.**

Concerns were raised by the Admin Officer that a previous tenant was helping on another tenant's allotment and that he was being a nuisance.

RESOLVED That any complaints regarding any tenants should be taken to Council to be dealt with each time.

Cllr Davis wished Andy Argyle, the Resource Manager, well on his retirement and thanked him for his many years of service to the Town Council. The rest of the committee joined in with the thanks.

LP68

DATE OF FUTURE MEETINGS

Monday 14 March 2022	Town Hall Management Committee
Monday 28 March 2022	Council
Monday 11 April 2022	Special Grants Meeting
Monday 25 April 2022	Council
Monday 16 May 2022	Finance & Staffing
Monday 23 May 2022	Annual, Town and Council
Monday 6 June 2022	Land & Property Committee
Monday 27 June 2022	Council