

**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)

1 March 2022

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 7 MARCH 2022**, 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, S Shaw-Wright, M Davis, I Lawton, Mrs M Fagan, K Franks and F Matthews

**All Councillors for information.**

---

### **AGENDA**

**LP50 APOLOGIES FOR ABSENCE**

**LP51 DISCLOSURE OF INTERESTS**

## LP52 MINUTES

LP52.1 To **receive** the minutes of a meeting of the Land and Property Committee held on 6 December 2021. These minutes have been previously ratified at Council held on 31 January 2022. (Pages 9 to 15 attached).

LP52.2 Updates from the last meeting

Leaf mould and allotment waste bays – Signage now in place and the bays are fully functional.

Containers – All works complete. Quotes are awaited for the supply of wooden planters to cover three sides of the group of containers. These are to be planted with bamboo plants to provide shielding and improved view to the area.

Waste removal – Other than some scrap metal all waste has been removed. A scrap metal dealer has been contacted.

Unpaid Workforce – The UPW team are on site and working on the soil beds within extension A,B,C,D,E & F.

Legionnaires Risk Assessment Survey – See item LP65

Waste Bins (Abbots Road) – Pictures received from Barwic Parade School and had been forwarded to SDC. Unfortunately as the copies received were scanned the quality was poor. Originals have been requested from the school.

Noticeboards – A response is awaited from the supplier of the defective noticeboard.

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

Barwic Parade Play Area – See item LP64

## LP53 COUNCIL POLICIES

To **note** there are no policies due for consideration.

**ALLOTMENTS**

To **note** once again, the weather continues to play a dominant role within the ground maintenance remit.

At the time of writing this report we are in the aftermath of 3 major storms within the region and thus could prove problematic with regards to fallen trees and waterlogged/flooded grounds.

All sites will be checked for damage once the storms have dissipated.

Pymbles

To **note** the clearance of debris/rubbish as reported at the last L&P have now been completed, however, after the full skip was removed from site more debris/rubbish was deposited on the outside of an allotment plot further down the access lane. The tenant has been asked to remove the rubbish by their own means, a response is awaited.

There are currently 41 names on the Pymble list and 3 half plots vacant, in the process of being let

Stonebridge

To **note** plans to meet the drainage company have been put on hold due to the engineer being booked up for the foreseeable future and the Resource Manager concentrating other urgent matters before his departure at the end of the month.

There are currently 45 names on the Stonebridge list and 1 half plot vacant, in the process of being let

Westbourne

To **note** the signs for individually numbering of the allotment plots have now been delivered and are currently being installed onto said plots.

The concrete base on temporary farm plot 4 has now been removed and the allotment has been restored to its former state.

The overgrown hedge between the farm field and Westbourne allotments will be reduced to a more manageable size in early March and this should make future pruning more efficient.

There is currently 1 name on Westbourne list and 3 half plots vacant and 1 New Temporary Farm plot vacant.

## **LP55 CEMETERY**

To **note** once again, the weather continues to play a dominant role within the ground maintenance remit.

Following 3 major storms, damage to trees has been minimal with mainly small fallen branches which is not unusual after a bout of stormy weather.

### **LP55.1 DEFRA – Environmental Permitting Restrictions**

To **note** there are no further updates at this time.

### **LP55.2 Farm Field**

Item moved to PRIVATE Session LP66.

### **LP55.3 Cemetery Paths – Plot 6 A & B**

To **note** the Resource Manager is currently negotiating a start date for these works which is likely to be at the beginning of June 2022.

### **LP55.4 Cemetery Digital Mapping**

To **note** the Clerk has had further discussions with the company, but due to dealing with more urgent matters has not been able to complete the report. The report will be brought to the next Land & Property Committee meeting in June.

### **LP55.5 Cemetery Trees**

To **note** a further quote was 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. If any of the trees require an advanced inspection to assess levels of decay or structural integrity, then this would be recommended in the tree schedule.

A tabulated report would be prepared and would include :

- Notes on individual tree species, stem diameter, age class/life expectancy and condition
- Risk mitigation options and/or management recommendations

- A cemetery plan/map showing each area/plot number and the trees contained within each area/plot (see cemetery plan page 16 attached)
- The trees to be tagged (separate cost of £350 + VAT)

This was approved by the Chair of Land Property and the Chair of the Council, as agreed at the last meeting of £2,150 + VAT (£1,800 + VAT without tagging).

To **note** it was approved at the Council Budget Meeting that the funds would be taken from Cemetery Paths / Trees EMR.

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

## LP56 **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

This item is to be considered at item LP64.

### Flaxley Road

To **note** several residents expressed concerns that youths were playing football late at night making lots of noise when the ball hit the metal fence causing it to rattle violently and causing it to become damaged.

The Resource Manager instructed the team to install a metal bench (from stock) where the impromptu goalmouth had appeared to negate the problem.

New signage was also attached to say 'No Ball Games'.

No further concerns have been raised by the residents to date.

Minor repairs continue to be made on an as and when required basis.

### Wistow Road/Monk Lane

To **note** due to the recent stormy wet weather the ground has become waterlogged, but it doesn't raise any concerns at this moment in time. Minor repairs continue to be made on a as and when required basis.

**LP57 1811 BUILDING**

LP57.1 Renovations

To **note** after comparing both quotations the Resource Manager has contacted the appointed contractor to agree the final specification and confirm a start date for the works.

To **note** the Clerk was advised a Change of Use planning application was required. The Clerk has instructed Native Architects to submit an application including the renovations as above.

**LP58 TOWN HALL**

LP58.1 Legionnaires Risk Assessment Survey

To **receive** and **consider** the report from the Arts Officer. (Pages 17 to 18 attached).

LP58.2 Town Hall door handles

To **receive** and **consider** the report from the Arts Officer. (Page 19 attached).

**LP59 CEMETERY CHAPELS**

To **note** there are no further updates at this time.

**LP60 BONDGATE COMMUNITY WOODLAND**

LP60.1 Memorial Wheel

To **note** the planning application has been submitted.

**LP61 SCHEDULED WORK**

To **consider** the current scheduled works plan. (Pages 20 to 21 attached).

**LP62 CEMETERY LODGE**

LP62.1 To **note** a second reduced specification has been presented to the contractor and a start date of the week commencing 14<sup>th</sup> March has been provisionally booked. (Pages 22 to 23 attached).

The Resource team have completed the following tasks:

- Cleared out the outbuildings
- Cleared the backyard
- Removed all loose items in the house
- Removed all carpets, laminate flooring and kitchen cupboard doors.

## **LP63 LONGMANN HILLS FARMHOUSE**

To **receive** the report from the Resource Manager. (Page 24 attached).

## **LP64 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 (Items LP65 – LP67)**

## **LP65 BARWIC PARADE SECURITY CAMERA**

LP65.1 To **receive** and **consider** the report from the Resource Manager. (Page 25 attached).

LP65.2 To **consider** the GDPR issues in relation to CCTV installations. (Page 26 to 27 attached).

## **LP66 FARM FIELD – WILLOW TREE**

To **receive** and **consider** a letter received from the concerned resident. (Pages 28 to 29 attached).

To **note** the Resource Manager consulted with a tree surgeon who inspected the tree and confirmed that the willow had previously been pruned (some time ago) and their advice would be at least to prune the branches back to underneath of the previous cuts.

The other factor to consider is the roots of the tree encroaching into a nearby drain which runs diagonally through the farm field and is currently full of water after the heavy rainfall from the recent storms, the Resource Manager is monitoring these drains on a weekly basis but further action such as a camera inspection and or a jetting procedure by a suitable drainage firm may need to be considered. (Page 30 attached).

**LP67 ALLOTMENTS**

LP67.1 Requests for trees

LP67.1.1 Stonebridge – Plot 18A

To **consider** a request from the tenant to plant a mini orchard on their plot. (Page 31 attached).

LP67.1.2 Pymbles – Plot 23A

To **consider** a request from the tenant to plant a mini fruit tree (1.5m to 2m tall, 75cm width after 5 years). (Page 32 attached).

LP67.2 Tenants moving out of Selby Parish

To **consider** a reasonable period of notice to be given to tenants who have moved out of Selby Parish.

It was found on renewal of yearly tenancy agreement that a tenant had moved out of the area. The tenant was advised, as per rule no.7 on the Allotment Tenancy Agreement\*, that his new address fell within Brayton parish, and as such meant he could no longer have an allotment. The tenant complained and it came to light that there were other tenants who no longer lived in Selby Parish.

*\* All tenants must be over 18 years of age and must be resident within the boundaries of Selby Town Parish.*

**LP68 DATE OF FUTURE MEETINGS**

**Monday 14 March 2022**  
**Monday 28 March 2022**  
**Monday 11 April 2022**  
**Monday 25 April 2022**  
**Monday 16 May 2022**  
**Monday 23 May 2022**  
**Monday 6 June 2022**  
**Monday 27 June 2022**

**Town Hall Management Committee**  
**Council**  
**Special Grants Meeting**  
**Council**  
**Finance & Staffing Committee**  
**Annual, Town and Council**  
**Land & Property Committee**  
**Council**