

MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON MONDAY 20 JUNE 2022 AT THE TOWN HALL, YORK STREET, SELBY

PRESENT: Cllrs K Franks, M Davis, S Shaw-Wright, I Lawton, G Lockley and R Harrison

IN ATTENDANCE: Town Clerk and Facilities Manager

LP1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE

Councillor M Davis was nominated and seconded as Chair and Councillor K Franks as Vice Chair.

RESOLVED: That Councillor M Davis be appointed Chair and Councillor K Franks as Vice Chair.

LP2 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs M Dyson, W Nichols and F Matthews.

LP3 DISCLOSURE OF INTERESTS

There were no Disclosures of Interests.

LP4 MINUTES

LP4.1 Minutes of the Land and Property Committee held on Monday 7 March 2022 were received. These minutes had been previously ratified at Council on 7 March 2022.

RESOLVED: That the Minutes of the Land and Property Committee held on 7 March 2022 be noted.

LP4.2 The Clerk updated on items from the last meeting.

The scrap metal has been removed and taken to a scrap dealer.

The Facilities Manager has sent photos of the inside workings of the Town Hall noticeboard to the company as requested and a response is awaited. The Clerk will now write to the company asking for a full refund under the Consumer Rights Act 2015.

The Facilities Manager has arranged to meet with a representative from a company regarding the installation of a Lightning Conductor at the Town Hall on 23 June 2022.

The completion of the repairs to the Town Hall windows is due to start on 27 June 2022. Once the windows have been completed, external painting of the replaced windows and internal painting of all windows will be completed as below:

Internal Painting		
Ground Floor x 4	£85 each	£ 340
Balcony x 10	£140 each	£1,400
Round Balcony Windows x 2	£100 each	£ 200
Toilets x 4	£85 each	£ 340
External Painting		
Front window		£ 270
Total		£2,550 + VAT

It was noted that there was £1,435 left in the allocated balances for the painting, therefore the remaining £1,115 would need to be allocated from the Asset Replacement EMR.

A date is being arranged for the identified work from the Legionnaires Risk Assessment to be carried out.

The internal door handles in the Town Hall had been replaced at a cost of £590.50.

RESOLVED: That the updates be noted.

LP5 COUNCIL POLICIES

LP5.1 The Clerk provided the Mobile Phone Policy for review. It was agreed that item 4 on the Criteria for Use should be moved to Conditions of Use section.

RECOMMENDATIONS TO COUNCIL THAT:

- i. The Mobile Phone Policy be approved with the above amendments and**
- ii. The review date be set for June 2025**

LP6 ALLOTMENTS

Pymbles

It was noted that there is 1 half plot available to let and 37 names on the waiting list.

It was noted that following continued leaks all 6 taps and connecting pipework had been replaced at a cost of £460 + VAT.

It was noted that a damaged stop tap cover had been refurbished at a cost of £90 + VAT.

RESOLVED: That the above updates be noted.

Stonebridge

The Facilities Manager presented a slide show of some of the plots requiring attention.

It was noted that two vacant adjacent plots had been identified as suitable to be split into starter plots.

The committee considered the amount of work and estimated costs to clear these plots to be able to be split into starter plots. There are some sheds in a bad state of repair on one of the plots and these would also have to be demolished and removed.

RESOLVED: That the plots remains locked and un-let until full costs are provided.

It was noted that a further plot had become available which requires a considerable amount of money spent to clear. It was agreed that as this plot also contained numerous sheds / greenhouses in a bad state of repair this plot would remain locked and un-let for the time being.

RESOLVED: That the plot remains locked and un-let for the time being.

The Clerk updated that a recently let plot had several sheds and buildings in a dangerous state of repair. It was agreed that these should be removed as a priority.

A price will be sought for the removal of these and the Clerk will bring to the first available meeting.

RESOLVED: That the Clerk provides a cost for the removal of the sheds to the first available meeting as a matter of priority.

It was noted that a plot had been previously cleared and then piled up in the middle of the plot to be removed / burnt by the next tenant. This plot remained un-let and the pile was added to by other tenants and now contains non green waste as well. This plot, once cleared, can be split into 2 plots easily and can quickly be re-let.

RESOLVED: That the update be noted.

It was noted that there are currently 4 plots that require work before being available to let and no other available plots. There are 41 names on the waiting list.

Westbourne

It was noted there are 5 available plots and 0 names on the waiting list.

General

It was agreed that the Allotment Rules and Regulations would be reviewed at the next Land and Property meeting and that the rules should be enforced.

RESOLVED: That

- i. the Allotment Rules and Regulations be reviewed at September Land & Property meeting and,**
- ii. the rules should be enforced**

LP7 CEMETERY

LP7.1 DEFRA – Environmental Permitting Restrictions

It was noted that the Clerk would update the Committee when further information becomes available.

LP7.2 Farm Field

It was noted the Willow Tree would be removed in the Autumn.

LP7.3 Cemetery Paths

It was noted that the Un-Paid Workforce are continuing to edge the paths.

The Facilities Manager updated that work to lay the new paths in plots 6a and 6b had started this week. He was asked to check with the contractors that they would be edging the paths to seal with a liquid tar .

LP7.4 Sunken Graves

It was noted that the topping up process would continue in Spring 2023.

LP7.5 Cemetery Trees

The Clerk presented the Tree Survey and reported on a number of works identified in the report that needed to be carried out as soon as possible. The report also recommended a Sonic tomographic inspection is carried out on the 4 veteran beech trees to determine a decay mapping stability assessment of each tree.

The Chair asked that a budget be considered at the Budget Setting meeting for the annual works identified in the survey.

RECOMMENDATIONS TO COUNCIL THAT:

- i. **A Sonic tomographic inspection is carried out on the 4 veteran beech trees at a cost of £1,185 + VAT in total.**
- ii. **A budget to be considered at the Budget Setting meeting for the annual works identified in the survey.**

LP8 **PLAY AREAS**

Barwic Parade

Consideration was given to the installation of 2 trail night vision cameras. These would provide a relatively low cost deterrent for vandalism. It was felt that even though the cameras were fairly cheap to purchase there would still be a requirement for signage and risk assessment and the actual monitoring of them by staff would not be the best use of staff time.

RESOLVED: That no cameras to be purchased at this time and the Clerk to work with the school promoting anti-vandalism through posters and newsletters.

Consideration was given to carrying out repairs to the gym equipment that were identified in the annual Zurich inspection. The cost of the repairs is estimated at £2,240 + VAT. These repairs were categorised as non urgent to be completed when resources allowed.

RECOMMENDATIONS TO COUNCIL THAT: The repairs be carried out to the gym equipment at an estimated cost of £2,240 + VAT.

Flaxley Road

It was noted that further complaints had been received concerning ball games in the play area and the complainant becoming increasingly annoyed with footballs frequently coming over into their garden.

Wistow Road

It was noted that the metal picnic bench had been refurbished at a cost of £350 + VAT.

RESOLVED: That the update be noted.

LP9 1811 BUILDING

LP9.1 Renovations

It was noted that the planning application had been granted and the Facilities Manager is working with the contractors and the Foodbank to agree a start date.

LP10 TOWN HALL

It was noted that the car park, paths, courtyard and surrounding walls had been pressure washed at a cost of £800 + VAT. The cost included re-sanding the block paving on the car park.

RESOLVED: That the update be noted.

LP11 CEMETERY CHAPELS

It was noted that the Cemetery office had been tidied and freshened up at a cost of £170.18 inc. VAT.

RESOLVED: That the update be noted.

LP12 BONDGATE COMMUNITY WOODLAND

LP12.1 Memorial Wheel

The Clerk updated that planning permission had been granted and a structural report had been prepared at a cost of £445.00. The structural report had been forwarded to Native Architects to provide a fixed final price. A second quote had also been requested from another builder for comparison.

RESOLVED: That the update be noted.

LP13 SCHEDULED WORKS

The plan of scheduled work provided by the Facilities Manager was noted.

RESOLVED: That the update be noted.

LP14 CEMETERY LODGE

The Clerk presented a report of the completed building works to the Cemetery Lodge. It was noted that the final costs, although in budget, were higher than first expected due in the main to the removal of asbestos and extra plastering.

The staff member has moved into the property and the Clerk clarified that a property inspection would be carried out by herself or the Facilities Manager every six months.

RESOLVED: That the update be noted.

LP15 LONGMANN HILLS FARMHOUSE

There were no updates to report.

LP16 GRASS CUTTING

The report from the Facilities Manager was noted.

The Facilities Manager tabled a report regarding replacement options for the current equipment.

The Town Council currently has 2 “ride on” mowers as detailed below:

Ransomes Parkway 3

2013 model year with 800 hours of usage. This type is used for cutting large areas of short grass ie. Cricket fields, not long grass meadows. It is currently being repaired, cost awaited, and will require a all 3 cutting cylinders, blades and bearings replacing next year at an estimated cost of £2,000 at this year’s prices.

This mower is used for cutting the land on Scott Road, Bondgate Woodland (perimeter only) and other large areas.

Iseki TXG237 Compact

2014 model year with 700 hours of usage. This has just been repaired but no further faults are anticipated at this time.

This mower is used mainly in the cemetery and at the play areas.

The main issue with these mowers is that they can only cut long grass at very low speeds and can easily become damaged with items thrown up hidden in the long grass.

There are 2 areas of grass within the Town Council and Community Trust where the grass is left longer.

1. Bondgate Woodland: - This is 70% contracted out annually and the grounds maintenance team cut the perimeter of the woodland.
2. Community Centre: - Bottom field. This is rarely used other than for annual events and as the field gets very wet and boggy in the winter the first cut is usually in May by which time the grass has become long and thick.

Contracting both these areas out would mean not putting excessive strain on the mowers and release manpower to put elsewhere. These areas would also not have to be factored in when looking at replacement machines thus saving in machine purchase costs.

Area	Estimated cost per cut	Number of cuts	Estimated annual cost
Scott Road Bottom Field	£400 + VAT	3 – 4	£1,200 - £1,600 + VAT
Bondgate Woodland	£60	12	£720 + VAT
			£1,920 - 2,320 + VAT

Replacement Options

1. Seki TXGS24 HST Diesel – 2 purchase options:

Option a.

Price	£16,204 + VAT
Less Ransome Part Ex.	£ 4,500 + VAT
Less Iseki Part Ex.	£ 3,000 + VAT
Cost to replace	£ 8,704 + VAT

Option b.

Price	£16,204 + VAT
Less 17% discount	£ 2,754.68 + VAT
Cost to replace	£ 13,449.32 + VAT

2. Bobcat ZT3500 Commercial Zero Turn Mower

Price	£ 9,886 + VAT
Extras	£ 600 + VAT
Less 20% discount	£ 2,097 + VAT
Sub Total	£ 8,389 + VAT
Less Ransome Part Ex.	£ 4,500 + VAT
Less Iseki Part Ex.	£ 3,000 + VAT
Cost to replace	£ 889 + VAT

Consideration

If one new mower is purchased and the current two are part exchanged the Town Council would be without a mower if it required repairing or when it is being serviced. Therefore the recommendation is to keep the current Iseki Compact and purchase a new Bobcat.

RECOMMENDATION TO COUNCIL THAT:

- i. **Purchase a Bobcat ZT3500 Commercial Zero Turn Mower (with 5yr 1000 hours warranty) at a cost of £3,889 + VAT (this cost includes part exchanging the Ransome Tractor),**
- ii. **Using contractors to cut the Scott Road bottom field at a cost of £400 per cut – (estimated 3 to 4 cuts per year), and**
- iii. **Using existing contractors to cut the whole of Bondgate Woodland at an estimated cost of an extra £60 per cut – (12 cuts per year).**

LP17 PRIVATE SESSION

A motion was agreed to move to Private Session.

LP18 TOWN HALL

The report provided by the Facilities Manager was considered. Two quotations had been provided to paint the exterior of the Town Hall to include:

1. External painting of the metal railing / gates / ramp / posts
2. Double front doors main entrance
3. Metal railing / gate to the left side elevation

RECOMMENDATION TO COUNCIL THAT:

- i. **To appoint Quote 2, LT Ogle, to carry out the planned works at a cost of £2,890, and**

- ii. To take the expenditure from the Asset Replacement and Renovations EMR

LP19 CEMETERY DIGITAL MAPPING

The report from the Clerk was received and considered.

RECOMMENDATION TO COUNCIL THAT:

- i. To purchase the Digital Mapping from Pear Technology at a cost of £5,485 + VAT,
- ii. To purchase the Cemetery Management system from Rialtas Business Solutions at a cost of £1,520 + VAT, and
- iii. The costs for both the above to be taken from the Efficiency Fund EMR

LP20 DATE OF FUTURE MEETINGS

Monday 27 June 2022	Council
Monday 18 July 2022	Finance & Staffing Committee
Monday 25 July 2022	Council
Monday 5 September 2022	Land & Property Committee