

**Town Clerk  
Mrs G Bell**

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28 February 2023

Dear Councillor

### **Land and Property Committee**

You are hereby summoned to attend the meeting of Land and Property Committee which has been arranged for **Monday 6 MARCH 2023 at 7.00pm** at the Town Hall, York Street, Selby.

Yours sincerely

Gill Bell  
Town Clerk

To Councillors: W Nichols, K Franks, S Shaw-Wright, M Davis, I Lawton, F Matthews, G Lockley, M Dyson and R Harrison

**All Councillors for information.**

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### **AGENDA**

**LP60 APOLOGIES FOR ABSENCE**

**LP61 DISCLOSURE OF INTERESTS**

## **LP62 MINUTES**

LP62.1 To **receive** the minutes of a meeting of the Land and Property Committee held on 5 December 2022. The minutes have been approved at January Council. (Pages 8 to 16 attached).

LP62.2 Updates from the last meeting

Town Hall front doors and railings – This work has been moved to April 2023.

Lightning Conductor – Further information was requested, and a reply is awaited.

## **LP63 COUNCIL POLICIES**

LP63.1 List of Policies for Land & Property

To **receive** the list of policies specific to Land & Property. (Page 17 attached).

LP63.2 Disposal Policy

The Clerk suggests replacing the Disposal Policy with a new Asset Management and Disposal Policy.

To **consider** replacing the current Disposal Policy. Both policies are attached for comparison. (Pages 18 to 22 attached).

LP63.3 No Smoking/E-Cigs Policy

To **consider** and **review** the No Smoking/E-Cigs Policy. The Clerk has added a paragraph in red at point 3 regarding smoking during working hours and also added point 4 – Remedial and Disciplinary Action. Both policies are attached for comparison. (Pages 23 to 25 attached).

## **LP64 ALLOTMENTS**

LP64.1 To **consider** and **approve** the recommendations from the Allotment Task and Finish Group meeting held on Tuesday 10 January 2023. (Pages 26 to 28 attached).

LP64.2 Allotment request form

To **note** that previously requests for allotments were taken verbally, however permission is required to hold personal information. An allotment request form will now be required to be completed by any person requesting an allotment. (Pages 29 to 31 attached).

LP64.3 Allotment App

To **receive** and **consider** the Clerks report (To be tabled).

LP64.4 Current status

To **note** notice has been served on any allotment tenants who had not renewed their tenancy by the required date.

Pymbles

To **note** the following:

Number on waiting list = 44

<b>Plot No.</b>	<b>Status of Plot</b>
7	Needs clearing (In-house)
27	Needs clearing (Contractor)
35a	Needs clearing (Contractor)
35b	Needs clearing (Contractor)

Stonebridge

To **note** the following:

Number on waiting list = 45

<b>Plot No.</b>	<b>Status of Plot</b>
14	Needs clearing (In-house)
16	Needs clearing (Contractors)
21c	Needs clearing (Contractors)
30	Needs clearing (Contractors)
36b	Ready to let
36c	Ready to let

## Westbourne

To **note** the following:

Number on waiting list = 5

<b>Plot No.</b>	<b>Status of Plot</b>
1a NTF	Available
1b TF	Available
3a (micro)	Available
3c (micro)	Available
6b	Available
13a	Available
16a (micro)	Available
16b (micro)	Available
16c (micro)	Available
16d (micro)	Available
29b	Available
31a	Available
31b	Available
32a	Available
32b	Available

To **note** the Clerk has advertised Westbourne Allotments on the website and social media.

### **LP65 CEMETERY**

#### LP65.1 DEFRA – Environmental Permitting Restrictions

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

#### LP65.2 Farm Field

The willow tree has been removed. Please note that willow trees are unsuitable for logging, therefore the tree has been chipped to use as mulch.

#### LP65.3 Cemetery Paths

No updates.

LP65.4 Sunken Graves

The process has started and is due to be completed in Spring 2023.

LP65.5 Cemetery Trees

The Facilities Manager has prioritised works and completed a work schedule.

LP65.6 War Graves Commission

To **receive** and **consider** the request from the War Graves Commission. (Pages 32 to 37).

**LP66 PLAY AREAS**

Barwic Parade

The team have made repairs to the side supports of the “castle moat” after it had been vandalised.

Flaxley Road

The team have carried out the following repairs: -

- Replaced the accessible swing
- Dug out and re-laid the ground matting under the basket swing
- Replaced swing bearing brackets on 4no. swings

Wistow Road

The team have replaced two seats and hanging bearings to the swings. It has been noted that the platform on the climbing frame is ready for replacing. A quote has been sought to complete this.

**LP67 1811 BUILDING**

LP67.1 Renovations

To **note** a Listed Building Planning Application is required to be submitted before any works can commence.

**LP68 TOWN HALL**

LP68.1 Room Bookings

To **consider** methods of attracting bookings at the Town Hall.

LP68.2 Arts Centre

To **consider** and **receive** the quotations for sanding the floor. (Page 38 attached).

**LP69 CEMETERY CHAPELS**

The Facilities Manager met with a group of members to look at finding storage solutions for the Town Council's equipment and machinery.

It was agreed to install a new storage / workshop facility on the bottom field by the containers.

**LP70 BONDGATE COMMUNITY WOODLAND**

LP70.1 Memorial Wheel

To **note** that the works are continuing and are scheduled to be completed in March/April. An Opening Ceremony has been planned to take place on Saturday 29 April 2023.

**LP71 SCHEDULED WORKS**

To **note** that the Facilities Manager has provided a plan of current scheduled works. (Pages 39 to 41 attached).

**LP72 CEMETERY LODGE**

No updates.

**LP73 LONGMANN HILLS FARMHOUSE**

No updates.

**LP74 CEMETERY DIGITAL MAPPING**

To **note** copies of the digitised cemetery maps have been checked and sent back to the company for some amendments to be made.

**LP75 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 (LP76)

**LP76 DATE OF FUTURE MEETINGS**

<b>Monday 13 March 2023</b>	<b>Town Hall Management Committee</b>
<b>Wednesday 22 March 2023</b>	<b>Health, Safety &amp; Welfare Group</b>
<b>Monday 27 March 2023</b>	<b>Council</b>
<b>Monday 17 April 2023</b>	<b>Council Special Grants Meeting</b>
<b>Monday 24 April 2023</b>	<b>Council</b>
<b>Monday 15 May 2023</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 22 May 2023</b>	<b>Annual, Town &amp; Council</b>
<b>Monday 5 June 2023</b>	<b>Land &amp; Property Committee</b>