

MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON MONDAY 6 MARCH 2023 AT THE TOWN HALL, YORK STREET, SELBY

PRESENT: Cllrs M Davis, K Franks, F Matthews, M Dyson, G Lockley, I Lawton and S Shaw-Wright.

IN ATTENDANCE: Town Clerk and Facilities Manager

LP60 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs W Nichols and R Harrison.

LP61 DISCLOSURE OF INTERESTS

There were no Disclosures of Interest.

LP62 MINUTES

LP62.1 Minutes of the Land and Property Committee held on Monday 5 December 2022 were received. These minutes had been previously ratified at Council on Monday 27 February 2023.

RESOLVED: That the Minutes of the Land and Property Committee held on 5 December 2022 be noted.

LP62.2 The Clerk updated on items from the last meeting.

The Clerk updated that the painting of the Town Hall doors and railings was due to be completed next month.

Further information was requested regarding the lightening conductor, and a reply is awaited.

RESOLVED: That the updates be noted.

LP63 COUNCIL POLICIES

LP63.1 The list of policies was considered and noted.

LP63.2 The committee considered replacing the Disposal Policy with a new Asset Management and Disposal Policy. The following amendments were approved:

Item 6 add "... will be inspected at appropriate intervals and reported on"

Item 9 add "... on the Register that have residual value may only ..."

RECOMMENDATION TO COUNCIL THAT: The Asset Management and Disposal Policy be approved with the abovementioned amendments.

LP63.3 The committee considered the No Smoking/E-Cig Policy. The following amendment was approved:

Item 3 replace "unpaid lunch" with "authorised".

RECOMMENDATION TO COUNCIL THAT: The No Smoking/E-Cig Policy be approved with the abovementioned amendment.

LP64 ALLOTMENTS

LP64.1 Notes of the Allotment Task and Finish Group meeting were received. It was agreed that the plots should be measured and let in Sq./M:- i.e. full size plots (11m x 22m) = 242 sq./m and half size plots (5.5m x 22m) = 121 sq./m.

It was agreed to add into the Allotment Rules and Regulations that any tenant who rents more than one micro plot must give up the additional plots if there are residents on the waiting list.

RESOLVED THAT:

- i. The notes of the Allotment Task and Finish Group meeting held on 10 January 2023 be approved, and**
- ii. To approve all actions and works as per the notes.**

RECOMMENDATION TO COUNCIL THAT: The following be approved:

- i. To approve the pricing structure as Full-size plot (242sq/m) at 28p per sq./m and Half size plot (121sq/m) at 30p per sq./m and that any plots that currently exceed these measurements charged at 28p per sq./m**

- ii. **Tenants to be notified of the above fees as soon as possible and if the fee for their current plot has increased, the tenant will be given the choice to**
 - a. **Pay the increased fee,**
 - b. **Reduce the size of their plot if possible, or**
 - c. **Move to a smaller plot – if available****If there is a significant increase, consideration will be given to paying the fees in two instalments.**
- iii. **To approve expenditure for clearing plots on Stonebridge and Pymble sites of approximately £17,000, to be taken from the Allotment EMR**

LP64.2 The Allotment Request Form presented by the Clerk was noted. It was agreed to prioritise contacting everyone on the waiting list to see if they were still interested in having an allotment and if so, requesting they complete the form as per General Data Protection Regulation (GDPR) requirements. A return date would be specified and Tenants would be informed that if they did not respond by that date their name would be removed from the waiting list. Anyone returning the form and wishing to remain on the list would be informed that they would maintain their place on the waiting list.

It was agreed to stress to applicants that there were vacancies at other sites. It was also agreed to do some stronger marketing of the vacancies on the Westbourne Road site, including a press release, social media, the Town Council noticeboards around town and on all allotment sites.

LP64.3 The report tabled by the Clerk regarding purchasing an Allotment App was considered.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Allotment App be purchased from Cloudy IT at an annual cost of £960.00 + VAT,**
- ii. **A tablet be purchased at a maximum cost of £220 inc. VAT plus a monthly sim,**
- iii. **The cost be taken from The Efficiency EMR for one year, and**
- iv. **The annual fee be considered at Budget setting.**

LP64.4 The Clerk updated on the current status of the allotments.

Pymbles

The following was noted:
Number on waiting list = 44

Plot No.	Status of Plot
7	Needs clearing (in-house)
27	Needs clearing (Contractor)
35a	Needs clearing (Contractor)
35b	Needs clearing (Contractor)

Stonebridge

The following was noted:

Number on waiting list = 45

Plot No.	Status of Plot
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

The following was noted:

Number on waiting list = 5

Plot No.	Status of Plot
1a NTF	Ready to let
1b TF	Ready to let
3a micro	Ready to let
3c micro	Ready to let
6b	Ready to let
13a	Ready to let
16a micro	Ready to let
16b micro	Ready to let
16c micro	Ready to let
16d micro	Ready to let

29b	Ready to let
31a	Ready to let
31b	Ready to let
32a	Ready to let
32b	Ready to let

RESOLVED: That the updates be noted.

LP65 CEMETERY

LP65.1 DEFRA – Environmental Permitting Restrictions

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

RESOLVED: That the update be noted.

LP65.2 Farm Field

The Clerk updated that the willow tree had been removed and the branches had been chipped to be used as mulch. The Facilities Manager updated that there had been a number of old fence panels dumped near to the Willow tree.

RESOLVED: That the update be noted.

LP65.3 Cemetery Paths

No further updates

LP65.4 Sunken Graves

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

RESOLVED: That the update be noted.

LP65.5 Cemetery Trees

The Facilities updated that he has prioritised works and completed a work schedule.

It was agreed that the Facilities Manager would check the recommended frequency of the professional tree surveys to enable the costs to be considered at Budget setting.

RESOLVED: That the update be noted.

LP65.6 War Graves Commission

Consideration was given to the request from the War Graves Commission.

RESOLVED:

- i. That the request be approved and,
- ii. The Clerk to ask if it was possible to have more than one sign

RECOMMENDATION TO COUNCIL THAT: The War Graves Commission be given permission to install a sign at the Cemetery.

LP65.7 Bobcat E19 Digger

Consideration was given to the request to purchase a Bobcat E19 Digger. The Facilities Manager was asked to clarify that the Bobcat could be secured in one of the garages.

RECOMMENDATION TO COUNCIL THAT:

- i. To purchase a Bobcat E19 Digger for a cost of £23,950 + VAT from Grays Machinery Ltd once secure storage is confirmed, and
- ii. The cost to be taken from the Efficiency EMR

LP66 **PLAY AREAS**

Barwic Parade

It was noted that the team have made repairs to the side supports of the “castle moat” following vandalism.

RESOLVED THAT THE UPDATE BE NOTED.

Flaxley Road

It was noted that the team have completed the following repairs:

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

Wistow Road

It was noted that the team have replaced two seats and hanging bearings to the swings. A quote was being sought to replace the platform on the climbing frame.

RESOLVED: That the update be noted.

LP67 1811 BUILDING

LP67.1 Renovations

It was noted that a Listed Building Planning application is required to be submitted before the renovations to the building can commence. Two quotations have been received.

RESOLVED: THAT THE UPDATE BE NOTED.

LP68 TOWN HALL

LP68.1 Room Bookings

Consideration was given to the availability of the Town Hall for hirers. This item will also be considered at the next Town Hall Management Committee meeting.

RESOLVED: That the Clerk plots the scheduled shows, confirmed wedding bookings and any other bookings onto a calendar to highlight any availability.

LP68.2 Arts Centre

Consideration was given to the report presented by the Clerk.

RECOMMENDATION TO COUNCIL THAT:

- i. **To appoint Sandhouse Floor Sanding & Refinishing at a cost of £3,000, and**
- ii. **The cost to be taken from the Asset Replacement and Refurb EMR**

LP69 CEMETERY CHAPELS

It was noted that the Facilities Manager and a group of members had agreed that the area where the containers are currently sited would be the most appropriate area for the new storage facility. The Facilities Manager is to continue the tidy of the current storage and find suitable racking that can be used in the short term before being moved to the new facility.

LP70 BONDGATE COMMUNITY WOODLAND

LP70.1 Memorial Wheel

The Clerk updated that the works are scheduled to be completed in March/April and that a Memorial Ceremony was planned for Saturday 29 April 2023.

LP71 SCHEDULED WORKS

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

RESOLVED: That the update be noted.

LP72 CEMETERY LODGE

It was agreed to erect a discreet sign to notify that the house is private property and the Town Hall phone number for enquiries.

The Facilities Manager was asked to find quotations for a metal fence to erect along the lawn area of the Cemetery Lodge to give some privacy and prevent dog fouling.

LP73 LONGMANN HILLS FARMHOUSE

The Facilities Manager updated that the hot water and heating had stopped working at the property over the weekend. The heating had been repaired however the hot water system required a new pump and a cost was being sought.

RESOLVED: That the update be noted.

LP74 CEMETERY DIGITAL MAPPING

It was noted that the copies of the digitised cemetery maps have been checked and would be sent back to the company for the next stage.

RESOLVED THAT: The update be noted.

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.

There were no items to be considered in Private Session.

LP76 DATE OF FUTURE MEETINGS

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