

**Town Clerk
Mrs G Bell**

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30 May 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 5 JUNE 2023 at 7.00pm** at the Town Hall, York Street, Selby.

Yours sincerely

G Bell

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Town Clerk

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

All Councillors for information.

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AGENDA

LP1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE

LP2 APOLOGIES FOR ABSENCE

LP3 DISCLOSURE OF INTERESTS

LP4 MINUTES

LP4.1 To receive the minutes of a meeting of the Land and Property Committee held on 6 March 2023. These minutes have previously been ratified at Council on 27 March 2023. (Pages * to * attached).

LP4.2 Updates from the last meeting

Allotment Waiting List Contact Forms – The forms were sent out and ?? were received back, with some applicants requesting one of the available plots on Westbourne instead of waiting for one to be available on the other sites.

Cemetery Signage – The signs regarding keeping dogs on leads and dog fouling have been erected in the cemetery and cemetery field. Positive feedback has been received.

Town Hall front doors and railings – Commenced w/c 22 May.

Lightning Conductor – No further updates.

Allotments App_– The Allotment App has been purchased and the data is currently being uploaded to the application.

LP4.3 Digital Working Group Notes

To **receive** and **consider** the notes and recommendations from the Digital Working Group meeting held on 30 May 2023 (to be tabled).

LP5 COUNCIL POLICIES

To **note** there are no policies to be reviewed and to **receive** the Policy Review Table. (Page * attached).

LP6 ALLOTMENTS

LP6.1 Allotment Fees

To **receive** and **consider** the report of the Clerk (Page * attached).

LP6.2 Allotment Correspondence

To **receive** and consider the letter from an allotment tenant (Pages * to * attached).

LP6.3 Allotment Request Form

To **note** all new applicants for allotments are given an Allotment Request Form to sign to ensure General Data Protection Regulation (GDPR) compliance. All current allotment holders are being sent a form to ensure all contact details are up to date and signed in compliance with GDPR.

LP6.4 Drainage Works

To **receive** the Facilities Manager's report (Page * attached).

LP6.5 Allotment Rules and Regulations and Tenancy Agreement

To **receive** an update from Cllrs Davis and Lockley regarding the review of the rules and regulations and tenancy agreement.

LP6.6 Bonfires

To **consider** bringing the Allotment Rules and Regulations in line with most of the country with regard to only allowing bonfires in the months of November and February.

LP6.7 Current Status of allotment sites

To **note** the current status of the allotment sites.

Pymbles

To **note** that not all the forms sent out to people on the waiting list have been returned therefore they have not been included in the numbers reported below: -

Number on waiting list = 10

Plot No.	Status of Plot
7b	In process of re-letting
35a	Needs clearing (Contractor)
35b	Needs clearing (Contractor)

Stonebridge

To **note** the following:

Number on waiting list = 18

Plot No.	Status of Plot
14 (3 plots)	In process of re-letting
15 (6 plots)	In process of re-letting
16 (6 plots)	In process of re-letting
21c	In process of re-letting
30	Needs clearing (Contractors)

Westbourne

To **note** the following:

Number on waiting list = 2

Plot No.	Status of Plot
16b (micro)	In process of re-letting
16c (micro)	In process of re-letting
31a	In process of re-letting

LP7 CEMETERY

LP7.1 DEFRA – Environmental Permitting Restrictions

To **note** The government's response to the consultation on amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to groundwater activities and related surface water discharge activities was published on 22nd March.

The purpose of the consultation was to gather views on the proposed amendments to help Defra shape the final version before laying them before parliament. The proposed amendments included provisions for new and existing cemeteries, so members were encouraged to provide their feedback during the consultation process. The responses received have helped to change the proposals.

Under the amended proposals, existing cemeteries won't be affected, although they will be expected to follow the current Minimum Good Practice Groundwater Protection Requirements. New cemetery developments and cemetery extensions that require planning permission on or after the date on which the updated regulations come into force will have to comply with the amended regulations. This means that they will require either a bespoke permit if they are deemed high risk, a standard rules permit if they are deemed medium risk, or no permit if they can comply with the exemption conditions and are deemed low risk. The information was provided by the Institute of Cemetery and Crematorium Management (ICCM). <https://www.gov.uk/government/publications/protecting-groundwater-from-human-burials/protecting-groundwater-from-human-burials#minimum-good-practice-groundwater-protection-requirements>

LP7.2 Farm Field

To **consider** the quotation below for the supply of vexatious hedging along 2 sides of the farm field: -

Item	Number	Cost .VAT
Blackthorn Based 60/90 Bare Roots	2000	£1,079.99
Blackthorn Based 40/60 Bare Roots	500	£ 192.00
Canes (90cm) @ 20p each	2500	£ 500.00
Eco Wrap Rabbit Guards (60cm X 40mm) @ £0.40833 each	2500	£1,020.83
Total		£2,792.82

LP7.3 Cemetery Paths

The team are continuing to edge the paths.

LP7.4 Sunken Graves

To **note** the topping up process has almost been completed.

LP7.5 Cemetery Trees

To **note** the identified works to the trees have been priced as follows: -

Works to be completed within 12 months £2,940

Works to be completed within 1 - 2 years £3,820

The schedule will be available at the meeting to view.

LP8 PLAY AREAS

LP8.1 Barwic Parade

To **note** that following inspections it was found that the Inclusive Swing was split and required replacing. This has been ordered at a cost of £1,105 + VAT.

LP8.2 Flaxley Road

To **note** that following inspections it was found that two new adult flat seats were in need of replacing. These have been ordered at a total cost of £104 + VAT

LP8.3 Wistow Road

To **note** that following inspections it was found that the infant swing required replacing. This has been ordered at a cost of £155 + VAT

LP8.4 Community Centre Play Area – CIL Funds

To **receive** and **consider** the Clerk's report (Pages * to * attached).

LP9 1811 BUILDING

LP9.1 Renovations

To **note** the Clerk has requested an architect to submit a Listed Building Planning application.

LP10 TOWN HALL

Nothing to update.

LP11 CEMETERY CHAPELS

Nothing to update.

LP12 BONDGATE COMMUNITY WOODLAND

LP12.1 Memorial Wheel

The Mining Memorial Wheel has now been completed and the official unveiling and blessing took place on Saturday 29 April.

To **receive** the Clerks report (Pages * to * attached).

LP13 SCHEDULED WORKS

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

LP14 CEMETERY LODGE

LP14.1 Security

To **note** a “ring doorbell” system has been installed at the property at a cost of £278.98, along with signage stating that the house is private and contact details for the Town Hall office.

LP14.2 Railings

To **consider** the quotation below to add steel railings to the front garden and to **note** that only one company have provided a quotation.

To manufacture and fit steel railings and gate.

Specification: - 40/10mm flat bar frame + 16mm square risers (similar to existing) galvanised & powder coated black for **£2,750 ex.VAT**

LP15 LONGMANN HILLS FARMHOUSE

To **note** the replacement of the heating system upstairs and downstairs has been completed. Further problems with the room thermostats have been identified, however, the heating needs to be boosted high for the checks to be completed therefore this has been deferred to later in the year.

LP16 ASSET REGISTER

To **receive** the Asset Register. The asset register has been updated with current assets and their cost. Further time has been scheduled to complete the register. (Page * attached).

LP17 TOWN COUNCIL ACTION PLAN

To **consider** the updates on the current projects and proposals: -

Provision of Allotments / Allotment standardisation – update at item LP6

Maintain / improve the cemetery grounds – update at item LP7

Develop area for Peace Garden – Not yet started

Chapel restoration – Not yet started

Build new workshop / storage facility – Not yet started

Complete Jubilee Path – planting – Scheduled for Autumn 2023

Cemetery Tree Maintenance Plan – update at item LP7.5

Installation of Cemetery Path in ext. G & H – not yet started

Maintenance of play areas – update at item LP8

Maintenance of Town Hall – update at item LP10

To sand the Art Centre's floor – scheduled for w/c 12 June 2023

Replacement of Town Hall heating system – Not yet considered

Maintenance of the 1811 Building – update at item LP9.1

Replacement of all remaining street lights with LED – Not yet considered

Replacement of Town Council Van – Not yet considered

Review policies and procedures – update at item LP5

LP18 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 (LP19 to 20)

LP19 COMMUNITY CENTRE PLAY AREA

To **note** the update from the Clerk with regard to S106 funding available: -

S106 Developer Contributions – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM

A commuted sum payment of £88,334.00 has been received from the developers of the above planning application.

As noted previously the Clerk had received clarification from the S106 Officer that as there is little open space in the Portholme Road area, the monies can be spent anywhere within the Town's boundaries.

The Town Council are required to consult with the local community to ascertain how the money should be spent, and then submit a detail scheme to Selby District Council in order to get the funds released appropriately and within the set timescales. The "use by" date is August 2027.

To **further note** the update of the Clerk with regard to CIL funding available of £25,012.10. Council approved expenditure of up to £25,000 to update the fenced in play area at the Community Centre.

To **receive** and **consider** the schemes and quotations for the Community Centre Play Area. To **note** that Komplan have confirmed that the equipment allows users that are in wheelchairs to play on some elements but more importantly, be able to interact and circulate around the equipment with their peers – therefore being socially included within the play space. (Pages * to * attached).

LP20 Barwic Parade CCTV

To **receive** and **consider** the Clerks report (Pages * to * attached).

LP21 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