



MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON MONDAY 4 SEPTEMBER 2023 AT THE TOWN HALL, YORK STREET, SELBY

Contents

LP22 APOLOGIES FOR ABSENCE	3
LP23 DISCLOSURE OF INTERESTS.....	3
LP24 MINUTES	3
LP24.1 Minutes from last meeting.....	3
LP24.2 Updates from the previous meeting.....	3
LP24.3 Allotment Task & Finish Group.....	3
LP25 COUNCIL POLICIES.....	3
LP26 ALLOTMENTS	4
LP26.1 Current status of allotment sites.....	4
LP27 CEMETERY	4
LP27.1 Farm Field	4
LP27.2 Cemetery Paths.....	4
LP27.3 Sunken Graves.....	5
LP27.4 Cemetery Trees	5
LP27.5 Cemetery Storage	5
LP28 PLAY AREAS	5
LP28.1 Barwic Parade	5
LP28.2 Flaxley Road.....	5
LP28.3 Wistow Road	5
LP28.4 CIL Funds – Community Centre Play Area.....	5
LP29 1811 BUILDING	5
LP29.1 Renovations.....	5
LP29.2 Foodbank.....	5
LP29.3 Heating System	6
LP30 TOWN HALL	6
LP31 CEMETERY CHAPELS	6
LP32 BONDGATE WOODLAND	6
LP33 SCHEDULED WORKS	6

LP34	CEMETERY LODGE.....	6
LP34.1	Railings.....	6
LP35	LONGMANN HILL'S FARMHOUSE	6
LP36	ASSET REGISTER	6
LP37	TOWN COUNCIL ACTION PLAN.....	7
LP38	PRIVATE SESSION	7
LP39	COMMUNITY CENTRE PLAY AREA.....	7
LP40	BARWIC PARADE CCTV.....	7
LP41	DATE OF FUTURE MEETINGS.....	8

PRESENT: Cllrs. M Davis, I Lawton, G Lockley, R Harrison and S Andrew.

IN ATTENDANCE: The Town Clerk and The Facilities Manager

LP22 APOLOGIES FOR ABSENCE

Cllrs K Franks, M Dyson, F Matthews and S Shaw-Wright

LP23 DISCLOSURE OF INTERESTS

There were none.

LP24 MINUTES

LP24.1 Minutes from last meeting

Minutes of the Land and Property Committee held on Monday 5 June 2023 were received. These minutes had been previously ratified at Council on Monday 26 June 2023.

RESOLVED: That the Minutes of the Land and Property Committee held on 5 June 2023 be noted.

LP24.2 Updates from the previous meeting

The Clerk updated the committee on matters from the last meeting.

Lightning Conductor – There has been no response from the company.

LP24.3 Allotment Task & Finish Group.

The notes and recommendations from the Allotment Task & Finish Group held on 22 August 2023 were considered.

RECOMMENDATION TO COUNCIL THAT:

- i. The Tenancy Agreement be approved, and**
- ii. The new document, replacing the Rules and Regulations, An Allotment Plot – Your Responsibilities, be approved.**

LP25 COUNCIL POLICIES

There were no policies for consideration. The Clerk presented the Policy Review table for consideration.

LP26 ALLOTMENTS

LP26.1 Current status of allotment sites

The Facilities Manager provided an update on all allotment sites.

Pymbles

It was clarified that the clearance works on plots 33b and 35a had been accounted for in the budget.

Stonebridge

It was clarified that the clearance works on plot 30 had been accounted for in the budget, however the clearance to plot 18a would need to be priced for before seeking approval for expenditure.

Westbourne

It was clarified that plot 12 will be cleared in-house.

LP27 CEMETERY

LP27.1 Farm Field

A quotation was considered for a post and wire fence and for planting of a hedge on two sides of the Farm Field.

It was agreed to recommend that at this time the fencing only would be purchased and that the hedging would be completed at another time.

It was agreed to recommend that the hedging for 2 sides of the Peace Garden would be purchased up to a maximum £2,000.

To enable the Peace Garden project to move forward the large mound of earth and plant waste needs to be re-sited or removed. It was agreed that the Facilities Manager seeks a quotation for the mound of green waste to be re-sited and a quotation for it to be removed.

RESOLVED THAT: The Facilities Manager seeks quotations for re-siting and removing the green waste mound for the next meeting.

RECOMMENDATION TO COUNCIL THAT:

- i. James Hardiman Fencing (Riccall) be appointed to provide and erect fencing at a cost of £2,117.50, and**
- ii. Hedging be purchased up to a maximum cost of £2,000 for the Peace Garden.**

LP27.2 Cemetery Paths

The Clerk's update be noted.

- LP27.3 Sunken Graves
The update be noted.
- LP27.4 Cemetery Trees
The update was noted.
- LP27.5 Cemetery Storage
The Clerk's update was noted. Consideration was given to approving a maximum amount that could be offered to purchase a storage building should one become available.

It was agreed that it would be preferable to site a storage facility on Town Council owned land, and to seek a quote for raising the height slightly of the garage to enable storage of the mini-digger.

RECOMMENDATION TO COUNCIL THAT: A maximum of £60,000 be spent from Capital EMR Fund.

LP28 PLAY AREAS

- LP28.1 Barwic Parade
The update was noted.
- LP28.2 Flaxley Road
The update was noted.
- LP28.3 Wistow Road
The update was noted.
- LP28.4 CIL Funds – Community Centre Play Area
This item was considered at Item LP39.

LP29 1811 BUILDING

- LP29.1 Renovations
The Clerk's update was noted.
- LP29.2 Foodbank
The Clerk's updated that the Foodbank's lease had reached the 3-year break of a the 5 year lease and that the Foodbank were happy to continue for the remainder of the lease.

RECOMMENDATION TO COUNCIL THAT: Confirmation is sent to the Foodbank of the continuation of the lease.

LP29.3 Heating System
The update was noted.

LP30 TOWN HALL
The Facilities Manager was asked to seek quotations for replacement Velux windows and bring to the next meeting.

LP31 CEMETERY CHAPELS
No updates to this item.

LP32 BONDGATE WOODLAND
Requests for picnic benches from members of the public were considered. The Clerk was asked to add to the list for consideration of expenditure from CIL and S106 Monies at the next Finance & Staffing Committee.

LP33 SCHEDULED WORKS
The report was noted.

Consideration was given to the purchase of two noticeboards to be sited at the front of the Town Hall. One would be for Town Council notices and the other for the Town Hall Art's programme. The current noticeboard would be re-sited to another property of the Council.

RESOLVED THAT: Quotations be sought for two substantial noticeboards for the next meeting.

LP34 CEMETERY LODGE
LP34.1 Railings
The Clerks update was noted.

LP35 LONGMANN HILL'S FARMHOUSE
No updates to this item.

LP36 ASSET REGISTER
The Clerk presented the Asset Register for consideration. It was noted that the Clerk was working with other officers to ensure all replacement costs were added to the register.

Additional items were asked to be included. These included boilers at all buildings and office chairs.

LP37 TOWN COUNCIL ACTION PLAN

The following updates were considered and noted.

Provision of Allotments / Allotment standardisation – update at item LP26

Maintain / improve the cemetery grounds – update at item LP27

Develop area for Peace Garden – Initial planning has 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 LP27.4

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

Maintenance of play areas – update at item LP28

Maintenance of Town Hall – update at item LP30

To sand the Art Centre's floor – completed

Replacement of Town Hall heating system – Not yet considered

Maintenance of the 1811 Building – update at item LP29.1

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 LP25

LP38 PRIVATE SESSION

LP39 COMMUNITY CENTRE PLAY AREA

Consideration was given to the Clerk's report. The Clerk updated that an outstanding CIL payment of £37,052.38 was still outstanding and suggested using S106 monies. The playscheme meets the requirements of S106 funding.

RECOMMENDATION TO COUNCIL THAT:

- i. Scheme 1 from Komplan be approved at a cost of £31,236 + VAT, and**
- ii. The cost be agreed to be taken from either CIL, if funds allow or S106.**

LP40 BARWIC PARADE CCTV

The Clerk's report was considered.

RECOMMENDATION TO COUNCIL THAT:

- i. The quotation from 24 Networks & Security Ltd be approved, at a cost of £6,750 + VAT,**
- ii. A monthly charge of £60 for 2 data sim cards, and**
- ii. The cost be taken from the Efficiency EMR.**

LP41

DATE OF FUTURE MEETINGS

Friday 8 September 2023

Market Working Group

Monday 11 September 2023

Health, Safety & Welfare Group

Monday 18 September 2023

Town Hall Management Committee

Monday 25 September 2023

Council

Monday 16 October 2023

Finance & Staffing Committee

Monday 30 October 2023

Council

Monday 27 November 2023

Council

Monday 4 December 2023

Land & Property Committee