



**MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON
MONDAY 18 MARCH 2024 AT THE TOWN HALL, YORK STREET,
SELBY**

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**PRESENT: Cllrs. M Davis, F Matthews, R Harrison, M Dyson, S Shaw-Wright,
I Lawton and K Franks**

IN ATTENDANCE: The Town Clerk and The Facilities Manager

LP59 APOLOGIES FOR ABSENCE

Cllrs G Lockley and S Andrew

LP60 DISCLOSURE OF INTERESTS

There were none.

LP61 MINUTES

LP61.1 Minutes from last meeting

Minutes of the Land and Property Committee held on Monday 4 December 2023 were received. These minutes had been previously ratified at Council on Monday 29 January 2024

RESOLVED: That the Minutes of the Land and Property Committee held on 4 December 2023 be noted.

LP61.2 Updates from the previous meeting

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

Lightning Conductor – The Clerk has contacted two further companies and not received any response from either.

RESOLVED: That the updates be noted.

LP62 COUNCIL POLICIES

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

LP63 ALLOTMENTS

LP63.1 Current status of allotment sites

The Clerk provided an update on all allotment sites. It was noted that there are now more available plots than numbers on the waiting list.

RESOLVED THAT:

- i. the updates be noted,**
- ii. advertise the allotments on social media regularly, three monthly,**

- iii. set aside up to four vacant plots for Brayton residents who reside in the Selby Town area (i.e. Baffam Lane back towards Selby),
- iv. Brayton residents to pay double allotment fees as non-contributors to Selby Town precept,
- v. When offering available plots set a deadline of 7 days, if do not hear back remove from the list,
- vi. Set-up a robust inspection programme and provide a report to the next meeting,
- vii. Write to the allotment tenant requesting them to clear their plot as per the agreement, and
- viii. The Clerk to provide an update on required allotment maintenance for the next Land & Property Meeting.

LP64 CEMETERY

LP64.1 Farm Field

RESOLVED THAT: The update be noted.

LP64.2 Cemetery Paths

The Clerk reported that the Jubilee Sign had been sited in the Cemetery on the new path.

The Facilities Manager updated that a section of the path installed last year was lifting in several places. The Facilities has met with the company, and they have agreed to put right the affected areas at no cost to the Council.

LP64.3 Sunken Graves

The update be noted.

LP64.4 Cemetery Trees

The update was noted.

LP64.5 Peace Garden

The update was noted.

LP64.6 Concrete Rafts

Consideration was given to approving the expenditure to install concrete rafts. The Clerk advised that the new rafts would increase capacity in the cemetery by 120 plots, four rows of thirty plots per row of full concrete raft - no spaces in-between plots. It was noted that four quotes had been obtained by three building contractors and 1 specialised bespoke cemetery developer.

The committee recommended stepping outside Financial Regulations and recommend the bespoke cemetery developer, Gem Precast Ltd, who came in cheaper.

RECOMMENDATION TO COUNCIL THAT:

- i. Recommend to step outside of Financial Regulations,**
- ii. Expenditure of up to £9,000 be approved to install Concrete Rafts by Gem Precast Ltd, and**
- iii. The cost to be taken from the Cemetery Long-term Development Fund.**

LP64.7 Grave Shuttering Equipment

Consideration was given to approving the expenditure to purchase replacement grave shuttering equipment. The Clerk explained the equipment requested is needed to meet the current legal requirements for full depth graves.

It was noted that the current equipment could be kept for shoring half depth graves.

RECOMMENDATION TO COUNCIL THAT:

- i. Expenditure of £4,000 be approved to purchase Grave Shuttering Equipment from Teleshore Ltd, and**
- ii. The cost to be taken from the Asset Replacement and Refurbishment EMR.**

LP64.8 Mowers

Consideration was given to approving the expenditure to purchase two replacement mowers. These are to replace two mowers that were deemed uneconomical to repair. These mowers have been kept for spares.

It was noted that the Asset Register would need to be updated to reflect this information.

RECOMMENDATION TO COUNCIL THAT:

- i. Expenditure of up to £2,000 be approved to purchase two replacement mowers, and**
- ii. The cost to be taken from the Asset Replacement and Refurbishment EMR.**

LP65 PLAY AREAS

LP65.1 Barwic Parade
The update was noted.

LP65.2 Flaxley Road
The update was noted.

LP65.3 Wistow Road
The update was noted.

LP66 1811 BUILDING

LP66.1 Renovations
The Clerk's update was noted.

LP67 TOWN HALL

LP67.1 Arts Centre
Consideration was given to the Art's Officers request to release funds to replace the tungsten lighting with LED and associated infrastructure. Councillors requested that a detailed report be presented to the next Land and Property Committee.

RESOLVED: That a detailed report be presented to the next Land & Property Committee in June.

LP68 CEMETERY CHAPELS

LP68.1 Chapels
This item was considered at item LP77

LP68.2 Storage
This item was considered at item LP76.1

LP69 BONDGATE WOODLAND

LP69.1 Picnic Tables
The update was noted.

LP69.2 Mining Memorial Wheel
The update was noted, and consideration was given to raising the remaining funds to complete the Memorial Wall. A Member agreed to publicise the Memorial Wall.

LP70 SCHEDULED WORKS

The report was noted. A Member asked that the maintenance of the Town Hall gardens was added to the schedule.

LP71 CEMETERY LODGE

No updates to this item.

LP72 LONGMANN HILL'S FARMHOUSE

The Clerk updated that three further companies had been contacted to provide quotations for the heating system. One did not respond, one declined and the third is meeting this week to consider quoting.

The company have been unable to sufficiently draft proof four windows at the house. All these windows are at the front of the property and have warped overtime. The company are returning later this week to see what else they can do.

The Chair asked the Clerk to obtain quotes for replacing the windows.

RESOLVED THAT:

- i. The updates be noted, and**
- ii. The Clerk obtains quotations for replacing the windows.**

LP73 ASSET REGISTER

The Clerk presented the Asset Register for consideration. The Clerk was asked to update the asset register regarding the mowers.

LP74 TOWN COUNCIL ACTION PLAN

The following updates were considered and noted.

Provision of Allotments / Allotment standardisation – update at item LP63

Maintain / improve the cemetery grounds – update at item LP64

Develop area for Peace Garden – Update at item LP64.5

Chapel restoration – Update at item LP77

Build new workshop / storage facility – update at item LP76.1

Complete Jubilee Path – planting – Scheduled for Spring 2024

Cemetery Tree Maintenance Plan – update at item LP64.4

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

Maintenance of play areas – update at item LP65

Maintenance of Town Hall – update at item LP67

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 LP66

Replacement of all remaining streetlights with LED – Not yet considered

Replacement of Town Council Van – Update at item LP7

Review policies and procedures – update at item LP62

LP75 PRIVATE SESSION

Council moved to Private Session.

LP76 CEMETERY STORAGE

LP76.1 New Storage Facility

Consideration was given to the Clerk's report. The Clerk updated that a planning application had been submitted. The Facilities Manager was asked to obtain two further quotes of equivalent buildings. These would be presented to the Council.

RECOMMENDATION TO COUNCIL THAT:

- i. Approve in principle, subject to additional comparison quotations,**
- ii. Approve in principle, subject to planning permission being granted, and**
- iii. Once approved as above, costs be taken from the Cemetery Chapels/Storage EMR.**

LP76.2 Containers

Consideration was given to the request to install a hardstanding "wash bay" in front of the containers. The Facilities Manager was asked to confirm that 100mm concrete was sufficient to withstand the weight of the machinery.

The Facilities Manager was asked to obtain two further quotations and bring back a report to a later meeting.

LP77 CHAPELS

Consideration was given to the fee proposal provided. The Clerk was asked to bring full project costs to the next Land & Property meeting.

RECOMMENDATION TO COUNCIL THAT: The fee proposal for the Building Regulations and Technical specifications from Native Architects in preparation to go out to tender be approved.

LP78 ELECTRIC VAN

Consideration was given to the purchase of an electric van. A report had been provided detailing comparisons of different makes of electric vans currently available in the size required by the Council. Members recommended to step outside Financial Regulations and recommend purchasing the Ford Van.

It was agreed to recommend keeping the current van as this would still be required to be used for towing and also to accommodate the increased workforce.

RECOMMENDATION TO COUNCIL THAT:

- i. **Recommend to step outside of Financial Regulations,**
- ii. **To purchase a Ford Transit Leader 350M MWB L2H2 Electric from Stoneacre Dealers at a cost of £38,015.43, and**
- iii. **To install a charging point at an estimated cost of £2,500 + VAT.**

LP79

DATE OF FUTURE MEETINGS

Monday 25 March 2024	Council
Monday 15 April 2024	Special Council Grants Meeting
Monday 29 April 2024	Council
Friday 10 May 2024	Market Working Group
Monday 13 May 2024	Finance & Staffing Committee
Wednesday 15 May 2024	Annual Town Meeting / Grants Presentation
Monday 20 May 2024	Annual Council and May Council
Monday 5 June 2024	Land & Property Committee