

**Town Clerk  
Mrs G Bell**

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28 May 2024

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 3 JUNE 2024 at 7.00pm** at the Town Hall, York Street, Selby.

Yours sincerely

*G Bell*

Gill Bell  
Town Clerk

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

**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 18 March 2024. These minutes have previously been ratified at Council on 25 March 2024. (Pages 9 to 17 attached).

LP4.2 Updates from the last meeting

Cemetery Path – The contractor has made the necessary repairs to the path.

Lightning Conductor – A contractor has been out to survey the Town Hall and a report is awaited.

**LP5 COUNCIL POLICIES**

LP5.1 Policy Review Table

To **receive** the Policy Review Table. (Page 18 attached).

LP5.2 Cemetery & Memorial Rules and Regulations

To **receive** and **consider** the Cemetery & Memorial Rules and Regulations. The Clerk has not suggested any changes. (Pages 19 to 40 attached).

LP5.3 Planning Consultation Policy

To **receive** and **consider** the Planning Consultation Policy. The Clerk has added a comment regarding Biodiversity Net Gain obligations. (Pages 41 to 43 attached).

**LP6 ALLOTMENTS**

LP6.1 Current Waiting List

To **note** the current waiting lists:

Stonebridge – 3 people – none of which, for various reasons, want any of the available plots.

Pymbles – 7 people – includes 2 that are also on the Stonebridge list.

Westbourne – 2 people – includes 1 who is also on the Stonebridge and Pymbles lists.

LP6.2 Current Status of Allotments  
Pymbles

<b>Plot No.</b>	<b>Status of Plot</b>
33b	Needs clearing (Contractor)
34a	Needs clearing (Contractor)
34b	Needs clearing (Contractor)
35a	Needs clearing (Contractor) before being split

Stonebridge

<b>Plot No.</b>	<b>Status of Plot</b>
18c	Available but back half of plot boggy
30	Needs clearing (Contractor) before being split
31a	Available but plot boggy
31b	Available but plot boggy
36c	Available to let
37a	Needs clearing (Contractor)
39b	Available to let
44	Available to let
53	Available to let

Westbourne

<b>Plot No.</b>	<b>Status of Plot</b>
11a	Available to let
24b	Available to let
27a	Available to let
31b	Available to let

LP6.3 Allotment Inspection  
To **receive** and **consider** the Clerk's report. (Page 44 attached).

LP6.4 Allotment Maintenance  
To **receive** and **consider** the Facilities Manager's report. (Page 45 attached).

**LP7 CEMETERY**

- LP7.1 Farm Field  
To **note** following vandalism to the “temporary” access point in the recently installed fence, two gates have been purchased and installed at a cost of £698.80 + VAT.
  
- LP7.2 Cemetery Paths  
No updates.
  
- LP7.3 Sunken Graves  
To **note** the topping up process continues.
  
- LP7.4 Cemetery Trees  
No updates.
  
- LP7.5 Peace Garden  
No updates.
  
- LP7.6 Concrete Rafts  
To **note** the team are to dig the trench for Precast to shutter and lay concrete. It was agreed that due to the wet weather conditions, ground was still too wet to carry out works without causing a mess. This will be reviewed in 6 – 8 weeks.

**LP8 PLAY AREAS**

- LP8.1 Barwic Parade  
To **note** there has been some movement in the ground around the Adult Bench Press equipment. This is being monitored, and the equipment may need to be removed and re-seated.
  
- LP8.2 Flaxley Road  
No updates to report.
  
- LP8.3 Wistow Road  
No updates to report.

**LP9 1811 BUILDING**

- LP9.1 Renovations  
To be considered at Item LP19.

**LP10 TOWN HALL**

LP10.1 Office

To **note** due to wear and tear the office carpet is to be replaced and the office corridor carpet to be replaced with vinyl. The total cost will be tabled at the meeting.

LP10.2 Arts Centre – Lighting

To **note** the report will be presented to the September Land & Property Committee meeting.

**LP11 CEMETERY CHAPELS**

LP11.1 Chapels

To **note** that Native Architects have provided a project timeframe and the Clerk has uploaded the tender documents provided by them to the Contract Finders website. The deadline for the tenders to be returned is 19 July 2024. The tenders will be brought to the July Finance and Staffing meeting for consideration before being ratified at July Council.

LP11.1.1 The Clerk has provided costs incurred to date. (Page 46 attached).

LP11.2 Storage

To **note** that further information was requested from North Yorkshire Council planning department for the planning application. This included a Bio-diversity Net Gain Report which has slowed down the application process.

LP11.2.1 The Clerk has provided the costs incurred to date. (Page 47 attached).

**LP12 BONDGATE COMMUNITY WOODLAND**

LP12.1 Memorial Wheel

The Architect met with the contractors on site a couple of weeks ago to carry out a final inspection for defects. There was some paint missing and flaking but this has now be repainted. The Final Certificate has now been issued and a retention payment of £703.02 paid. To note that the balance in the Cultural Art Project CIL is now £5,362.47 (£5,000 is Members Locality funding towards the memorial wall).

**LP13 SCHEDULED WORKS**

To **note** that the Facilities Manager has provided a plan of current scheduled works. (Pages 48 to 49 attached).

**LP14 CEMETERY LODGE**

No updates.

**LP15 LONGMANN HILLS FARMHOUSE**

**LP15.1 Windows**

To **note** the contractors have yet to complete the draft proofing of the windows.

**LP15.2 Heating**

This item moved to Private Session Item LP20

**LP16 ASSET REGISTER**

To **receive** the Asset Register. The asset register has been updated with current assets and their cost. (Pages 50 to 53 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 – update at item LP7.5

Chapel restoration – update at item LP11.1

Build new workshop / storage facility – update at item LP11.2

Complete Jubilee Path – planting – Scheduled for Autumn 2024

Cemetery Tree Maintenance Plan – update at item LP7.4

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

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 – The van has been placed on order and is expected to be delivered July / August 2024.

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 LP21)**

**LP19 1811 BUILDING RENOVATIONS**

To **receive** and **consider** the tenders for the renovations. The report will be tabled at the meeting.

**LP20 LONGMANN HILLS FARM**  
To **receive** and **consider** the Clerk's report. (Pages 54 to 55 attached).

**LP21 STREET FURNITURE**  
LP21.1 Benches  
To **receive** and **consider** the Clerk's report (Pages 56 to 57 attached).

**LP22 APIARY**  
To **receive** and **consider** a verbal update from the Clerk.

**LP23 DATE OF FUTURE MEETINGS**

<b>Monday 24 June 2024</b>	<b>Council</b>
<b>Monday 22 July 2024</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 29 July 2024</b>	<b>Council</b>
<b>Monday 2 September 2024</b>	<b>Land &amp; Property Committee</b>