



**MINUTES OF THE LAND AND PROPERTY COMMITTEE HELD ON
MONDAY 3 JUNE 2024 AT THE TOWN HALL, YORK STREET,
SELBY**

Contents

LP1 APPOINTMENT OF CHAIR AND VICE CHAIR.....	3
LP2 APOLOGIES FOR ABSENCE.....	3
LP3 DISCLOSURE OF INTERESTS.....	3
LP4 MINUTES	3
LP4.1 Minutes from last meeting	3
LP4.2 Updates from the previous meeting	3
LP5 COUNCIL POLICIES	3
LP5.1 The Policy Review Table.....	3
LP5.2 Cemetery & Memorial Rules and Regulations.....	3
LP5.3 Planning Consultation Policy.....	4
LP6 ALLOTMENTS.....	4
LP6.1 Current Waiting List.....	4
LP6.2 Current Status of Allotments	4
LP6.3 Allotment Inspection.....	4
LP6.4 Allotment Maintenance.....	4
LP7 CEMETERY	4
LP7.1 Farm Field.....	4
LP7.2 Cemetery Paths	5
LP7.3 Sunken Graves	5
LP7.4 Cemetery Trees	5
LP7.6 Concrete Rafts.....	5
LP8 PLAY AREAS.....	5
LP8.1 Barwic Parade	5
LP8.2 Flaxley Road.....	5
LP8.3 Wistow Road.....	5

LP9	1811 BUILDING	5
	LP9.1 Renovations.....	5
LP10	TOWN HALL.....	5
	LP10.1 Office	5
	LP10.2 Arts Centre – Lighting	6
LP11	CEMETERY CHAPELS	6
	LP11.1 Chapels.....	6
	LP11.2 Storage	6
LP12	BONDGATE WOODLAND.....	6
	LP12.1 Memorial Wheel.....	6
LP13	SCHEDULED WORKS	6
LP14	CEMETERY LODGE	6
LP15	LONGMANN HILL’S FARMHOUSE	6
	LP15.1 Windows	6
	LP15.2 Heating	6
LP16	ASSET REGISTER.....	6
LP17	TOWN COUNCIL ACTION PLAN	6
LP18	PRIVATE SESSION	7
LP19	1811 BUILDING RENOVATIONS.....	7
LP20	LONGMANN HILLS FARM	7
LP21	STREET FURNITURE	7
	LP21.1 Benches.....	7
LP22	APIARY.....	8
LP23	DATE OF FUTURE MEETINGS	8

PRESENT: Cllrs. M Davis, F Matthews, K Franks, M Dyson, and S Andrew.

IN ATTENDANCE: The Town Clerk and The Facilities Manager

LP1 APPOINTMENT OF CHAIR AND VICE CHAIR

Cllr M Davis was appointed Chair and Cllr K Franks was appointed Vice Chair.

LP2 APOLOGIES FOR ABSENCE

Cllrs J Proud and S Shaw-Wright

LP3 DISCLOSURE OF INTERESTS

There were none declared.

LP4 MINUTES

LP4.1 Minutes from last meeting

Minutes of the Land and Property Committee held on Monday 18 March 2024 were received. These minutes had been previously ratified at Council on Monday 25 March 2024

RESOLVED: That the Minutes of the Land and Property Committee held on 18 March 2024 be noted.

LP4.2 Updates from the previous meeting

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

LP5 COUNCIL POLICIES

LP5.1 The Policy Review Table.

The Policy Review table was noted.

LP5.2 Cemetery & Memorial Rules and Regulations

The Clerk was asked to confirm the legislation quoted in item 3.4 was up to date and enforceable, and if so to include this information in the Cemetery noticeboard.

The following amendments were agreed: -

1. First page – change “Cemetery Procedure” to Institute of Cemetery and Crematorium Management (ICCM) Procedure.
2. Item 3.4 – change to “Any person who contravenes the provisions in item 3.3 shall be”
3. 5.12 – include an additional bullet point to read “No alcohol in bottles, cans or other container should be left on the grave area”.
4. 5.13 – include “as shown in the photo below”.

RESOLVED: That the policy be approved with the above amendments and a review date set at 3 years.

LP5.3 Planning Consultation Policy

The Planning Consultation Policy was considered. The following additions were agreed: -

1. An additional bullet point in the guidelines for objecting to planning applications – “ The Town Council will object to shop frontages that are not in keeping with the character of the surrounding area”.
2. Additional comments to All New Buildings & any Significant Extensions as follows:
 - Electric Vehicle Charging Points (New builds only)
 - Adequate Storage areas for wheelie bins
 - Developers must deliver a Biodiversity Net Gain of 10%
3. To add to All Large Developments the following:
 - All points listed above in no.2
 - Photo-voltaic electricity generation
 - Grey water-capture and management

RECOMMENDATION TO COUNCIL: That the policy be approved with the above amendments and a review date set at 3 years.

LP6 ALLOTMENTS

LP6.1 Current Waiting List

The Clerk provided an update on all allotment sites.

LP6.2 Current Status of Allotments

The Clerk provided an update on all allotment sites. Following discussion on letting sites later in the growing year, the Clerk was asked to bring back a provision to revise the allotment policy on payment of fees to the next Land and Property Committee meeting in September.

RESOLVED: That a revision to the Allotment Agreement regarding payment of fees be considered at the next meeting in September.

LP6.3 Allotment Inspection

The Clerk's report was noted.

LP6.4 Allotment Maintenance

The Facilities Manager's report was considered and noted.

LP7 CEMETERY

LP7.1 Farm Field

The Clerk's update was noted.

LP7.2 Cemetery Paths

There were no updates.

LP7.3 Sunken Graves

The Clerk's update was noted.

LP7.4 Cemetery Trees

There were no updates.

LP7.5 Peace Garden

There were no updates.

LP7.6 Concrete Rafts

The update was noted.

LP8 PLAY AREAS

LP8.1 Barwic Parade

It was noted 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.

The Facilities Manager updated that there had been some anti-social behaviour in the play area. It was agreed that these incidents should be reported to the police.

LP8.2 Flaxley Road

The Clerk updated that there had been a complaint from a resident to North Yorkshire Council regarding anti-social behaviour in the play area. It was agreed that the Clerk issue a press release stating that the Town Council are working with the Police to increase patrols in the area. It was also agreed to invite the Police to a Council meeting.

LP8.3 Wistow Road

There were no updates.

LP9 1811 BUILDING

LP9.1 Renovations

This item was considered at item LP19.

LP10 TOWN HALL

LP10.1 Office

The Members considered the replacement of the office carpet. Quotes are still awaited and will be brought to a future meeting.

LP10.2 Arts Centre – Lighting

It was noted that the report will be presented to the September Land & Property Committee meeting.

LP11 CEMETERY CHAPELS

LP11.1 Chapels

The update from the Clerk was noted.

LP11.1.1 The report from the Clerk was noted. The Clerk was asked to include all expected expenditure.

LP11.2 Storage

The update from the Clerk was noted.

LP11.2.1 The report from the Clerk was noted.

LP12 BONDGATE WOODLAND

LP12.1 Memorial Wheel

The update from the Clerk was noted.

LP13 SCHEDULED WORKS

The report was noted.

LP14 CEMETERY LODGE

There were no updates.

LP15 LONGMANN HILL'S FARMHOUSE

LP15.1 Windows

The Clerk's update was noted. The Clerk was asked to seek 3 quotations to replace all the windows at the Farmhouse and bring back to the next committee meeting.

RESOLVED: That 3 quotations be sought for replacement of all windows at the Farmhouse.

LP15.2 Heating

This item was considered at LP20

LP16 ASSET REGISTER

The Clerk presented the Asset Register for consideration. The updates were noted.

LP17 TOWN COUNCIL ACTION PLAN

The following updates were considered and noted.

Provision of Allotments / Allotment standardisation – update at item LP6
Maintain / improve the cemetery grounds – update at item LP7

Develop area for Peace Garden – 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 streetlights 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

The Facilities Manager updated that he had received 2 quotations for electric vehicle chargers (EVC) at the Cemetery and also the Town Hall and was seeking a third. Once received these will be emailed to committee members for consideration. The Clerk was asked to check if any grants were still available towards the purchase of EVC's.

LP18 PRIVATE SESSION

LP19 1811 BUILDING RENOVATIONS

The Clerk updated that 2 sealed bids had been received and were opened prior to the meeting. It was noted that the quotes were not like for like and the Clerk was asked to provide and email a report to the committee members to enable a recommendation be made to Council.

LP20 LONGMANN HILLS FARM

The Clerk's report was considered. It was agreed to hold off making a decision on the heating system until the windows were either updated or replaced.

LP21 STREET FURNITURE

LP21.1 Benches

The Clerk's report was considered. It was agreed to recommend quotation 1, Harry Stebbing Workshop and to leave the benches unfinished, at a cost of £8,654.00 ex VAT.

RECOMMENDATION TO COUNCIL THAT:

- i. 4 benches be purchased from Harry Stebbing Workshop at a cost of £8,654.00 Ex VAT,**
- ii. The benches be left unfinished, and**
- iii. The cost be taken from CIL receipts.**

LP22 APIARY

The Clerk's update was considered. It was agreed to arrange to meet with the beekeepers to address the issues and agree a way forward.

LP23 DATE OF FUTURE MEETINGS

Monday 24 June 2024	Council
Monday 1 July 2024	Environment Committee
Monday 22 July 2024	Finance & Staffing Committee
Monday 29 July 2024	Council
Monday 2 September 2024	Land & Property Committee