

**Town Clerk
Mrs G Bell**

Tel No 01757 708449
E-Mail: g.bell@selbytowncouncil.gov.uk



Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
Tel: 01757 708449
Email:
admin@selbytowncouncil.gov.uk

25 February 2025

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 MARCH 2025 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

LP63 APOLOGIES FOR ABSENCE

LP64 DISCLOSURE OF INTERESTS

LP65 MINUTES

LP65.1 To receive the minutes of a meeting of the Land and Property Committee held on 2 December 2024. These minutes have previously been ratified at Council on 27 January 2025. (Pages 7 to 13 attached).

LP65.2 Updates from the last meeting
Lightning Conductor – A contractor has been out to survey the Town Hall and a report is awaited. To **note** this is being regularly chased up.

LP66 COUNCIL POLICIES

LP66.1 Policy Review Table
To **receive** the Policy Review Table. (Page 14 attached).
To **note** there are no policies due for review.

LP67 ALLOTMENTS

LP67.1 Current Waiting List
To **note** the current waiting lists:
Stonebridge – 3 names
Pymbles – 4 names
Westbourne – 3 names

LP67.2 Current Status of Allotments
Pymbles

Plot No.	Status of Plot
14a	Available to let (to be assessed prior to letting)
20a	Available to let
22	Available to let (to be assessed prior to letting)
23b	Available to let
27a	Available to let
33b	Needs clearing (Contractor)
34a	Needs clearing (Contractor)
34b	Needs clearing (Contractor)
35a	Needs clearing (Contractor) before being split

Stonebridge

Plot No.	Status of Plot
12	Available to let (to be assessed prior to letting)
18c	Available but back half of plot boggy
21c	Available to let
24	Needs clearing (to be assessed prior to letting)
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)
44	Available to let (to be assessed prior to letting)
45	Available to let
47	Available to let
53	Available to let
55	Available to let (to be assessed prior to letting)

Westbourne

Plot No.	Status of Plot
11a	Available to let
16a	Available to let (to be assessed prior to letting)
19a	Available to let
20b	Available to let (to be assessed prior to letting)
23b	Available to let (to be assessed prior to letting)
25	Available to let (to be assessed prior to letting)
27a	Available to let
27b	Available to let (to be assessed prior to letting)
31a	Available to let (to be assessed prior to letting)
31b	Available to let
32b	Available to let
Plot 4 Temp Farm	Available to let

LP67.3 Allotment Correspondence
To **receive** and **consider** a letter from an allotment tenant. (Page 15 attached).

LP67.4 Allotment Report – Stonebridge

To **receive** and **consider** the Facilities Manager's report. (Pages 16 to 17 attached).

LP68 CEMETERY

LP68.1 Farm Field

To **receive** the update from the Facilities Manager:-

- For the last four years we have averaged 90 Burials per year (this is a mix of full burials & ashes).
- Our current 'Developed Land' would cater for another 600 burials, therefore approx. 6.6 years remaining.

We have a further 7.3 acres of undeveloped land (which would require a survey to determine how much could be used).

We currently use 1.4 acres per 800 plots, therefore if we could only develop 70% of this land, this would still provide nearly 3000 more plots / 90 burials per = 33 years left.

A topographical survey was carried out in 2018, this provided information for above ground level only, a specialist underground survey would need to be carried out and the results overlaid on the existing topographical survey to determine the suitability of the land.

LP68.2 Cemetery Paths

No updates to report.

LP68.3 Sunken Graves

To **note** there have been many more than normal sunken graves this year and a weekly inspection has been put in place.

LP68.4 Cemetery Trees

To **note** the Cemetery Tree survey has been scheduled to be completed April / May at a cost of £1,200.

LP68.5 Peace Garden

No updates to report.

LP68.6 Cemetery Rules and Regulations

LP68.6.1 To **receive** and **consider** sections of the rules and regulations applicable to Memorial dimensions and fixings, and Deed Holder responsibilities. (Pages 18 to 27 attached).

LP68.6.2 To **receive** and **consider** the Memorial Tree and Benches Policy. This is a new policy that the Clerk suggests adding to the Cemetery Rules and

Regulations as Appendix 3. Currently there is no policy or guidelines for the Council team to follow or provide to anyone wishing to dedicate a tree or bench. (Pages 28 to 29 attached).

LP68.7 Cemetery Correspondence

To **receive** and **consider** a letter from a resident. (Pages 30 to 32 attached).

LP68.8 Bee Observation Hive

To **consider** the request to allow a local beekeeper to install a Bee Observation Hive in the cemetery. The hive will be a temporary installation and be no more than 3m x 3m. NYC Planning have confirmed that a full planning application would be required. (Pages 33 to 35 attached).

LP69 PLAY AREAS

LP69.1 Barwic Parade

To **note** that the playground company has the bearing for the inclusive roundabout and a date for installation is awaited.

LP69.2 Flaxley Road

To **note** an area of wet pour recently replaced has been vandalised at the start of the half term break.

LP69.3 Wistow Road

To **note** that the bin has been moved to near to the picnic benches and no further correspondence has been received from the resident.

LP70 1811 BUILDING

LP70.1 Fire Risk Assessment Report

To **receive** the Fire Risk Assessment Report. This report has been compiled following the visit from the Fire Risk Assessor. (Page 36 attached).

LP70.2 Emergency Light Test

To **note** following the emergency light test the works identified in the report have been scheduled and that the estimate for these works is £930 ex. VAT.

LP71 TOWN HALL

LP71.1 Fire Risk Assessment Report

To **receive** the Fire Risk Assessment Report. This report has been compiled following the visit from the Fire Risk Assessor. (Page 37 attached).

LP71.2 Emergency Light Test
To **note** following the emergency light test the works identified in the report have been scheduled and that the estimate for these works is £1,985 ex. VAT (These works were approved at Council on 27 Council 2025).

LP71.3 Office
No updates to report.

LP71.4 Arts Centre – Lighting
To **note** a report will be presented to a future Committee meeting following the Town Hall Arts Centre organisational review.

LP72 CEMETERY CHAPELS

LP72.1 Chapels
This item has been moved to LP81.

LP72.2 Storage
This item has been moved to LP82.

LP73 BONDGATE COMMUNITY WOODLAND

To **note** that Cllrs M Davis and F Matthews met with Peter Murphy, Groundwork, to agree the required works to thin the trees.

LP74 SCHEDULED WORKS

To **receive** and **consider** the plan of current scheduled works. (Pages 38 to 39 attached).

LP75 CEMETERY LODGE

No updates to report.

LP76 LONGMANN HILLS FARMHOUSE

LP76.1 Heating
To **note** the heating is 80% working correctly. Weekly tweaks are now being carried out with Ebor Construction to enable the correct setting for the building.

LP76.2 Decoration – Window surrounds

To **note** that following the windows installation all window surrounds have been painted at a cost of £425.00 ex VAT.

LP77 ASSET REGISTER

LP77.1 Asset Register

To **receive** and **consider** the Asset Register. (Pages 40 to 43 attached).

LP77.2 Asset Inventory Software

To **receive** and **consider** the Clerk's report regarding purchasing the Asset Inventory Module for the RBS Accountancy Software. (Pages 44 to 45 attached).

LP77.3 Asset Disposal Form

To **receive** and **consider** the asset disposal form. (Page 46 attached).

LP78 TOWN COUNCIL ACTION PLAN

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

Provision of Allotments / Allotment standardisation – update at item LP67

Maintain / improve the cemetery grounds – update at item LP68

Develop area for Peace Garden – update at item LP68.5

Chapel restoration – update at item LP72.1 / LP81.1

Build new workshop / storage facility – update at item LP72.2 / LP82.1

Complete Jubilee Path – planting – Scheduled for Autumn 2025

Cemetery Tree Maintenance Plan – update at item LP68.4

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

Maintenance of Play Areas – update at item LP69

Maintenance of Town Hall – update at item LP71

Replacement of Town Hall heating system – Not yet considered

Maintenance of the 1811 Building – update at item LP70

Replacement of all remaining street lights with LED – A quote has been requested from NYC for the cost of the initial survey.

Review policies and procedures – update at item LP66

LP79 ECONOMIC DEVELOPMENT

To **note** that the enforcement information that has been gathered has been reported to NYC Planning Enforcement.

LP80 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.

LP81 CEMETERY CHAPELS

LP81.1 To **receive** and **consider** the Chair of Finance & Staffing's report. (Page 47 to 54 attached).

LP81.2 The Clerk has provided costs incurred to date. (Page 55 attached).

LP82 CEMETERY STORAGE

LP82.1 To **note** that planning permission has now been granted.

To **receive** and **consider** the quotations for the storage building. (Page 56 attached).

LP82.2 The Clerk has provided the costs incurred to date. (Page 57 attached).

LP83 DATE OF FUTURE MEETINGS

Wednesday 19 March 2025	Market Working Group
Monday 24 March 2025	Environment Committee
Monday 31 March 2025	Council
Monday 14 April 2025	Special Council Grants Meeting
Monday 28 April 2025	Council