



MINUTES OF THE LAND & PROPERTY COMMITTEE HELD ON MONDAY 2 JUNE 2025 AT THE TOWN HALL, YORK STREET, SELBY

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

IN ATTENDANCE: The Deputy Town Clerk & The Facilities Manager

LP1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE

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

LP2 APOLOGIES FOR ABSENCE

Cllrs J Proud and R Harrison.

LP3 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

LP4 MINUTES

LP4.1 Minutes of the Last Meeting

Minutes of the Land & Property Committee meeting held on 3 March 2025 were received. These minutes had been previously ratified at Council on 31 March 2025.

The Committee requested that the resolution regarding allotment flooding is followed up and completed.

RESOLVED THAT:

- i. That the Minutes of the Land and Property Committee held on 3 March 2025 be noted, and**
- ii. That the resolution of point LP 67.4 be followed up and completed.**

LP4.2 Updates from the Last Meeting

The update from the Clerk was noted.

LP5 POLICIES

LP5.1 Policy Review Table

The Policy Table was noted.

LP5.2 Mobile Phone Policy

The Mobile Phone Policy was presented for consideration.

RECOMMENDATION TO COUNCIL THAT:

- i. The Mobile Phone Policy be approved, and**
- ii. A date set for review of 3 years.**

LP6 ALLOTMENTS

LP6.1 Current Waiting List

The update was noted.

Committee members agreed that clearance should be prioritised at Pymble, and that this should be scheduled for February 2026 at the latest. The tenants on the waiting list are to be kept informed and the plots to be pre-let in January 2026 pending the clearance in February 2026.

RESOLVED THAT:

- i. The clearance of Pymble is prioritised and that this is completed by February 2026 at the latest, and**
- ii. The plots are pre-let in January 2026 pending clearance in February 2026.**

LP6.2 Current Status of Allotments

The update was noted.

Committee members asked that the table is colour coded to show what plots are available immediately. And to note whether the cost of clearance has been obtained.

RESOLVED: That the table is colour coded and updated with cost of clearance.

LP7 CEMETERY

LP7.1 Farm Field

The update was noted.

LP7.2 Cemetery Paths

The update was noted.

LP7.3 Sunken Paths

The update was noted.

LP7.4 Cemetery Trees

It was noted that the next survey would be completed in Autumn 2025.

LP7.5 Peace Garden

The update was noted.

LP8 PLAY AREAS

LP8.1 Barwic Parade

There were no updates.

LP8.2 Flaxley Road
The update was noted.

LP8.3 Wistow Road
There were no updates.

LP9 1811 BUILDING

LP9.1 Fire Risk Assessment Report
Consideration was given to the report.
Committee requested that that the date of completion of training is extended due to there being difficulties with arranging a date for the training.

RESOLVED: That the date of completion of training is extended.

LP10 TOWN HALL

LP10.1 Fire Risk Assessment Report
Consideration was given to the report.
Committee requested that the table is updated with the initials of who is responsible, that the red areas are prioritised and the Facilities Manager follows up with work next on the PEEP template.

RESOLVED THAT:

- i. The table is updated with person responsible for the action,
- ii. Priority is given to the red areas, and
- iii. The Facilities Manager follows up with work next on the PEEP template.

LP10.2 Arts Centre
The update was noted.

LP11 CEMETERY CHAPELS

LP11.1 Chapels
The Facilities Manager updated that the shrubs etc had been removed from around the chapels.

LP11.1.1 Consideration was given to the Clerk's report.
Committee agreed that priority should be given to improving the facilities for the resource team.

RECOMMENDATION TO COUNCIL: That priority is given to improving the facilities for the resource team.

LP11.2 Storage

The Facilities Manager updated on the status of the erection of the new storage building.

The Facilities Manager presented an invoice for 50% payment of the structure for £17,736.00 inc VAT. This must be paid when the order is placed and the 50% is due on delivery.

Committee agreed to pay this once email approval has been received from the Chair of Council and Chair of Finance and Staffing Committee.

RESOLVED: That £17,736.00 is paid to Secure-Garages on receipt of approval from the Chair of Council and Chair of Finance and Staffing Committee.

LP11.2.1 Consideration was given to the Clerk's report.

LP12 BONDGATE COMMUNITY WOODLAND

LP12.1 Tree Thinning Works

It was noted that Groundwork had completed 2 areas of tree thinning and would complete the remaining works in Autumn 2025.

LP12.2 Hebridean Isles

Committee agreed that the Facilities Manager, Cllr S Shaw-Wright and Cllr K Franks would meet with the Fabricator to discuss options for restoring and placing of the structure.

It was requested that the Clerk enquires if CIL or S106 funding could be used towards this project.

RESOLVED THAT:

- i. **The Facilities Manager, Cllr S Shaw-Wright and Cllr K Franks meet with the Fabricator to discuss restoration and placing of the structure, and**
- ii. **The Clerk enquires as to whether CIL or S106 funding could be used towards the project.**

LP13 SCHEDULED WORKS

Consideration was given to the report.

A member of the Committee requested that the removal of a dead ash tree in the cemetery is added to the list of works.

RESOLVED: That the removal of a dead ash tree in the cemetery is added to the list of works.

LP14 CEMETERY LODGE

There were no updates.

LP15 LONGMANN HILLS FARMHOUSE

There were no updates.

LP16 ASSET REGISTER

The Asset Register was presented for consideration. The updates were noted.

LP17 STREETLIGHTING

The committee considered the estimate to replace a street light on Charles Street.

It was requested that ownership of the street light is confirmed and that a full breakdown of costing is received before approval is given.

RECOMMENDATION TO COUNCIL THAT:

- i. North Yorkshire Council replace the streetlight following a full breakdown of costing being received, and
- ii. The funds be taken from the Asset Replacement EMR Fund

LP18 TOWN COUNCIL ACTION PLAN

Consideration was given to the Action Plan. The updates were noted.

LP19 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 (LP20 to LP28).

LP20 SOIL CONTAINMENT BOX

Consideration was given to the Facilities Manager's report.

RECOMMENDATION TO COUNCIL THAT: The Soil Containment Box is not purchased.

LP21 CEMETERY RAFTS – LAWNS C ASHES

Consideration was given to the Facilities Manager's report.

RECOMMENDATION TO COUNCIL THAT:

- i. The quote from Flintons Landscape Gardening be approved, and
- ii. The costs for the be taken from the Cemetery Long term Development EMR Fund.

LP22 CEMETERY G AND H EXTENSION

Consideration was given to the Facilities Manager's report.

RESOLVED: That this is placed on hold until after LP21 works are completed.

LP23 CEMETERY CORRESPONDENCE

Consideration was given to the correspondence received and also the Clerk's report.

RECOMMENDATION TO COUNCIL THAT:

- i. The cost of exhumation is reimbursed to the resident,
- ii. The Town Council buys back the original grave at the reduced price based on the original purchase following our Cemetery Rules and Regulations,
- iii. The original grave is used as a common grave, and
- iv. The resident purchases the new grave at the full price.

LP24 CHRISTMAS LIGHTS 2026/27/28

Consideration was given to the tender document.
Committee requested that some amendments are made to be specifications.

RESOLVED THAT:

The specifications are amended to add:

- The contractor must put in place any traffic management needed for the installation / dismantling of the lights.
- The contractor must work with the Town Council regarding the timing of when the tree lights will be installed.
- What equipment belonging to the Town Council we require them to store.
- Include detail on maintenance and call outs for failure of the lights and what the response time would be.
- To confirm that the lights are insured.

LP25 AWARDED LANDS

Consideration was given to the Clerk's report.

RECOMMENDATION TO COUNCIL THAT: An increase of 5% in rent is applied per year from 2021 for each plot. The tenants will be notified this year for the increase to be applied in 2026.

LP26 1811

Consideration was given to the Facilities Manager's report.

Committee requested that the report was re-written with more detail regarding the site visits and for the quotes to be presented so in a format

so that they can be compared. This report should then be added to the Council agenda in June.

RESOLVED: That the report is considered once it has been re-written with more detail.

LP27 TOWN HALL

Consideration was given to the Facilities Manager's report.

Committee requested that the report was re-written with more detail regarding the site visits and for the quotes to be presented so in a format so that they can be compared. This report should then be added to the Council agenda in June.

RESOLVED: That the report is considered once it has been re-written with more detail.

LP28 DATE OF FUTURE MEETINGS

Monday 30 June 2025	Council
Monday 7 July 2025	Environment Committee
Monday 21 July 2025	Finance & Staffing Committee
Monday 28 July 2025	Council
Monday 1 September 2025	Land & Property Committee