



MINUTES OF THE LAND & PROPERTY COMMITTEE HELD ON
MONDAY 1 SEPTEMBER 2025 AT THE TOWN HALL, YORK
STREET, SELBY

Contents

LP29	APOLOGIES FOR ABSENCE.....	3
LP30	DISCLOSURE OF INTERESTS.....	3
LP31	MINUTES	3
LP31.1	Minutes of the Last Meeting.....	3
LP31.2	Updates from the Last Meeting.....	3
LP32	POLICIES.....	3
LP32.1	Policy Review Table.....	3
LP33	ALLOTMENTS.....	3
LP33.1	Current Waiting List	3
LP33.2	Current Status of Allotments	3
LP34	CEMETERY.....	4
LP34.1	Farm Field	4
LP34.2	Cemetery Paths.....	4
LP34.3	Sunken Paths	4
LP34.4	Cemetery Trees	4
LP34.5	Peace Garden	4
LP35	PLAY AREAS.....	4
LP35.1	Barwic Parade	4
LP35.2	Flaxley Road.....	4
LP35.3	Wistow Road	5
LP36	1811 BUILDING.....	5
LP36.1	Fire Risk Assessment Report.....	5
LP37	TOWN HALL.....	5
LP37.1	Fire Risk Assessment Report.....	5

LP37.2	Arts Centre	5
LP38	CEMETERY CHAPELS	5
LP38.1	Chapels	5
LP38.2	Storage.....	5
LP39	BONDGATE COMMUNITY WOODLAND	6
LP39.1	Tree Thinning Works.....	6
LP39.2	Hebridean Isles.....	6
LP40	SCHEDULED WORKS	6
LP41	CEMETERY LODGE	6
LP42	LONGMANN HILLS FARMHOUSE.....	6
LP43	ASSET REGISTER.....	6
LP44	STREETLIGHTING.....	6
LP45	TOWN COUNCIL ACTION PLAN.....	6
LP46	PRIVATE SESSION	6
LP47	CHRISTMAS LIGHTS 2026/27/28	6
LP48	1811.....	7
LP49	TOWN HALL.....	7
LP50	FOODBANK	7
LP51	CEMETERY STORAGE.....	7
LP52	DATE OF FUTURE MEETINGS	8

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

IN ATTENDANCE: The Town Clerk & The Facilities Manager

LP29 APOLOGIES FOR ABSENCE

Cllrs K Franks, J Proud and I Lawton

LP30 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

LP31 MINUTES

LP31.1 Minutes of the Last Meeting

Minutes of the Land & Property Committee meeting held on 2 June 2025 were received. These minutes had been previously ratified at Council on 30 June 2025.

LP31.2 Updates from the Last Meeting

Asset Inventory Software – The Clerk updated that the software had been installed and the information should be uploaded from the Asset Register by the next meeting in December.

Cemetery Tree – The Clerk updated that the Ash tree wasn't dead but was late to leaf this year.

LP32 POLICIES

LP32.1 Policy Review Table

The Policy Table was noted.

LP33 ALLOTMENTS

LP33.1 Current Waiting List

The update was noted.

LP33.2 Current Status of Allotments

The update was noted. It was agreed that a contractor would be engaged to clear and sort the waste from the green waste site at Westbourne allotments. The green waste / soil to be spread evenly over the cemetery field and any other waste be disposed of. The Resource team will trim and clear around the sides of the waste area. This area would be cleared regularly and added to the Resource teams work schedule.

RESOLVED THAT:

- i. **A contractor be engaged to clear and sort the green waste site at Westbourne Allotments,**
- ii. **The green waste be spread evenly over the cemetery field and any other waste be disposed of,**
- iii. **The Resource team clear and strim the areas around the green waste site, and**
- iv. **That these works are added to the Resource teams work schedule.**

A Stonebridge tenant attended the meeting. The Clerk was asked to confirm, in writing, to the allotment tenant, how much they would be expected to pay annually due to a section of their plot suffering from regular flooding.

RESOLVED THAT: The Clerk confirm, in writing, to the tenant, the annually plot rent.

LP34 CEMETERY

LP34.1 Farm Field

The update was noted.

LP34.2 Cemetery Paths

The update was noted.

LP34.3 Sunken Paths

The update was noted.

LP34.4 Cemetery Trees

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

LP34.5 Peace Garden

Consideration was given to the Clerk's report. It was agreed to develop the section of the cemetery where the wildflower turf is as a natural ashes scattering garden.

RESOLVED THAT: The wildflower area be developed as a natural ashes scattering garden.

LP35 PLAY AREAS

LP35.1 Barwic Parade

The update was noted.

LP35.2 Flaxley Road

The update was noted.

LP35.3 Wistow Road

The update was noted.

It was agreed to recommend the purchase of a replacement inclusive swing seat to a cost of £1,041.70

RECOMMENDATION TO COUNCIL: THAT

- i. The Swing Seat and chains are replaced at a cost of £1,041.70, and**
- ii. The cost be taken from the Asset Replacement EMR.**

LP36 1811 BUILDING

LP36.1 Fire Risk Assessment Report

Consideration was given to the report. The Clerk updated that a fire training course had been found but that it was proving difficult to find a date when all the team were available.

RESOLVED THAT:

- i. The date format be changed, and**
- ii. The Clerk prices up the cost of holding 2 courses on different days.**

LP37 TOWN HALL

LP37.1 Fire Risk Assessment Report

The report was noted.

LP37.2 Arts Centre

The update was noted.

LP38 CEMETERY CHAPELS

LP38.1 Chapels

There were no updates.

LP38.2 Storage

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

The update was noted.

LP38.2.1 Consideration was given to the Clerk's report.

RESOLVED THAT: The table be updated with actual and anticipated costs.

LP39 BONDGATE COMMUNITY WOODLAND

LP39.1 Tree Thinning Works
The update was noted.

LP39.2 Hebridean Isles
The update was noted.

LP40 SCHEDULED WORKS

Consideration was given to the report.

RESOLVED THAT: The Westbourne green waste stie be added as both short-term and long-term scheduled works.

LP41 CEMETERY LODGE

There were no updates.

LP42 LONGMANN HILLS FARMHOUSE

There were no updates.

LP43 ASSET REGISTER

The Asset Register was presented for consideration. The Clerk updated that it was hoped that the new Asset Management Reports would be available for the next Land & Property meeting.

LP44 STREETLIGHTING

The update was noted.

LP45 TOWN COUNCIL ACTION PLAN

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

LP46 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 (LP47 to LP51).

LP47 CHRISTMAS LIGHTS 2026/27/28

Consideration was given to the tender report.

RECOMMENDATION TO COUNCIL:

- i. That quotation 1, Christmas Plus, be accepted at an annual cost of £18,865 + VAT, and

- ii. **If permission is given to install anchor points on the buildings a one-off fee of £1,600 + VAT be approved**

LP48 1811

Consideration was given to the Facilities Manager's report. The committee agreed that quotation 2 was unclear as to the cost of any additional visits.

RECOMMENDATION TO COUNCIL THAT:

- i. **That quotation 1, N2 Enterprises, to provide a Fire Strategy, be accepted at a cost of £1,200 + VAT, and**
- ii. **The cost to be taken from Contingencies Budget.**

LP49 TOWN HALL

Consideration was given to the Facilities Manager's report. The committee agreed that quotation 2 was unclear as to the cost of any additional visits.

RECOMMENDATION TO COUNCIL THAT:

- i. **That quotation 1, N2 Enterprises, to provide a Fire Strategy, be accepted at a cost of £2,000 + VAT,**
- ii. **The Fire Warning System be added to the Fire Strategy at a cost of £500, and**
- iii. **The cost to be taken from Contingencies Budget.**

LP50 FOODBANK

Consideration was given to the letter received from the Foodbank Chair.

RESOLVED: That the Clerk investigates the possibility of separating the building into two; ground floor as charity and 1st floor as office use.

RECOMMENDATION TO COUNCIL THAT: A 5 year lease is re-negotiated with the Foodbank.

LP51 CEMETERY STORAGE

Consideration was given to an estimate received for the cemetery storage building.

RESOLVED THAT: Three quotations be presented at the next Council meeting.

LP52**DATE OF FUTURE MEETINGS**

Wednesday 3 September 2025

Monday 8 September 2025

Tuesday 9 September 2025

Monday 29 September 2025

Monday 6 October 2025

Monday 20 October 2025

Monday 27 October 2025

Monday 24 November 2025

Monday 1 December 2025

Markets Working Group

Health, Safety & Welfare W. Group

Town Hall Management Committee

Council

Environment Committee

Finance & Staffing Committee

Council

Council

Land & Property Committee