

**MINUTES OF THE PROCEEDINGS OF THE LAND & PROPERTY COMMITTEE HELD ON MONDAY 2 MARCH 2020 AT THE TOWN HALL, YORK STREET, SELBY**

**PRESENT;** Cllrs K Franks (Chair), M Rofidi, M Dyson, I Lawton, G Harding, S Shaw-Wright, M Davis, Mrs M Fagan and F Matthews.  
In attendance – Andrew Neal from Native Architects, for discussion of items LP59 and LP60  
A Argyle and C Richardson.

**LP49 APOLOGIES FOR ABSENCE**

Cllr I Lawton.

**It was agreed that Items LP59 and LP60 be brought forward for discussion.**

**LP59 1811 Building**

Andrew Neal, Native Architects, updated Councillors on the plans he had prepared. He noted that his brief had been to create an all-purpose building which each space provided could be used independently of each other. He considered by having the entrance at the side of the building would provide good accessibility to all areas of the building and access to the lift.

He considered that Planning Approval would not be needed for the internal works and repairs to the 1811 Building just Change of Use would need to be sought. He invited questions on the proposals.

A Councillor questioned the suitability of the new side entrance off Portholme Road with regard to its close proximity to the road. He noted that at various times when people queued for tickets at the box office at the Town Hall, they filtered down into the Car Park. At the 1811 Building the only place to stand would be the narrow pathway or on the road. He noted that the cost estimate was more than was set aside and needed further discussion on how to progress the project. The plans as prepared allowed focus now to be made on what would be possible for the building.

Some ideas were put forward and included utilising the 1811 Building as the front office for the Town Council and the Town Hall to be used as back office. Use of the Cemetery Archive space was discussed and it was agreed that this needed more thought on how it would be managed and generally how the buildings could be staffed.

A Councillor noted that a further meeting would need to be held to move forward with the project. It was agreed that the Clerk and the staff should be involved with discussions on ideas and proposals for the building.

The Chair thanked Andrew for attending the meeting and providing a starting point for the renovation of the building.

**RESOLVED: That**

- (i) The Plans of the 1811 building be received and the costs prepared noted;**
- (ii) Further consideration be given to the proposed usage of the building and the best use of the available space; and**
- (iii) Staff be involved in the preliminary discussions on ideas and proposals for the building.**

## **RECOMMENDATION**

- (i) Further consideration be given to the proposed usage of the building and the best use of the available space; and**
- (ii) Staff be involved in the preliminary discussions on ideas and proposals for the building.**

### **LP60 CEMETERY CHAPELS**

Andrew Neal, Native Architects, updated Councillors on the plans he had prepared on the Cemetery Chapels. He updated that there was some remedial work required to the building including rendering but generally, for their age, they were in good shape.

Councillors noted that one chapel was to be developed as the workshop, store and office for the cemetery staff and the other one as a useable space for local groups along with the ability to be used as a Chapel when it was needed for cemetery services etc. The space could be utilised as a learning resource by the Bee Keeping Association, Primary Schools, etc., which would make use of the Cemetery Trails and related leaflets that were recently established.

It was noted that the prepared plans for the Cemetery Chapels gave Councillors a clearer idea as to what was needed and just required fine tuning to get it right. The next step would be to obtain costings for the proposals.

Discussion took place on the use of a mezzanine area above the staff office for storage, and it was noted that this should only be used for light items.

The Chair thanked Andrew for attending the meeting.

#### **RESOLVED: That**

- (i) A further meeting be arranged to fine tune the plans and decide what is required; and**
- (ii) Costings be sought for the project and costs involved in the repair works and refurbishment of the Chapels.**

## **RECOMMENDATION**

**Costings be sought for the project and costs involved in the repair works and refurbishment of the Chapels.**

### **LP50 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

### **LP51 MINUTES**

The minutes of the Land and Property Committee Meeting held on 2 December 2019 were noted.

## **LP52 COUNCIL POLICIES**

52.1 The Disposal Policy and review date was considered.

The Resource Manager requested guidance on the disposal of the office pc's following the recent replacement with laptops.

### **RESOLVED: That**

- (i) That the IT equipment be dismantled and the hard-drives stored in the firesafe at the Town Hall until such time as all information was removed;**
- (ii) The Clerk obtains costs for the hard drives to be wiped and a certificate supplied; and**
- (iii) The Disposal Policy be approved and a review be held in 3 years.**

### **RECOMMENDATION**

**The Clerk obtains costs for the hard drives to be wiped and a certificate supplied.**

52.2 The No Smoking & E Cigarette Policy and review date was considered.

**RESOLVED: That the No Smoking & E Cigarette Policy be approved and the review be held in 3 years, subject to the removal of the word 'or' in the first bullet point of 'The law States', and the wording 'up to £200' be removed in the second bullet point.**

### **RECOMMENDATION**

**That the No Smoking & E Cigarette Policy be approved and the review be held in 3 years, subject to the removal of the word 'or' in the first bullet point of 'The law States', and the wording 'up to £200' be removed in the second bullet point.**

## **LP53 ALLOTMENTS**

### Stonebridge Drainage Improvements

The Resource Manager's report on additional drainage works at Stonebridge Allotments was considered and it was agreed that costings should be sourced and the item brought back to the next meeting.

### **RESOLVED: That**

- (i) The Resource Manager's report was noted; and**
- (ii) Costings be sought for the works involved in providing the additional drainage at Stonebridge Allotments.**

### **RECOMMENDATION**

**That costings be sought for the works involved in providing the additional drainage at Stonebridge Allotments.**

## Westbourne Road

The Resource Manager's report was noted. He updated that sturdier signs have been erected advising allotment holders not to tip non-biodegradable waste on the mulch pile.

The Resource Manager advised he was aware of the large amount of organic waste near the containers that required chipping and riddling, but due to the weather/ground conditions these works have been postponed until late spring.

**RESOLVED: That the Resource Manager's report be noted.**

## **LP54 CEMETERY**

### Grave Digging

The Resource Manager updated that due to the recent bad weather, the Resource Team were experiencing difficulties with regard to the excavation of new graves. Despite utilising the 'grave shoring units' the graves were still collapsing at the head and foot of the grave. The recent rainfall had exacerbated the issue.

The Resource Manager suggested the use of a mini-digger to enable safe digging of graves. Councillors suggested renting a mini-digger and trialling it in the cemetery. The Resource Manager agreed to prepare a report on how useful the digger would be in the cemetery and how many graves could be dug and time needed to excavate a new grave etc.

**RESOLVED: That**

- (i) The Resource Manager obtain costings for additional pieces of grave digging equipment for the head and foot of the grave;**
- (ii) The Resource Manager provide a report for the next Land and Property Committee Meeting on the grave shoring units and the use of the mini-diggers findings; and**
- (iii) The Resource Manager arrange to hire a mini digger to trial it in the cemetery.**

### **RECOMMENDATION**

**The Resource Manager obtain costings for additional pieces of grave digging equipment for the head and foot of the grave.**

### Sunken Graves

The Resource Manager advised that the Resource Team are continuing to top up sunken graves as and when necessary. It is envisaged that sinkage will continue up to early summer due to the recent weather conditions.

**RESOLVED: That the Resource Manager's update be noted.**

### Bird Spikes

The Resource Manager confirmed that all 'bird spikes' have been removed from the tops of the two memorials as previously discussed.

**RESOLVED: That the Resource Manager's update be noted.**

## **LP55 PLAY AREAS**

The Resource Manager updated that, due to ongoing severe weather conditions, remedial works (including the trial of laying tiger mulch), that usually takes place at this time of year have now been postponed until late March at the earliest.

**RESOLVED: That the Resource Manager's update be noted.**

## **LP56 TOWN HALL**

### Gardens

The plans for the refurbishment of the frontage area of the Town Hall gardens had previously been approved and Groundwork had been appointed to start the work with immediate effect. It was envisaged that a start date will be given once the weather improves. These works are to be paid from S106 monies and the Clerk confirms that the 1<sup>st</sup> payment has been received.

The Resource Manager agreed to contact Groundwork to ensure written maintenance instructions are provided for the Resource Team. It was agreed that it would be useful for members of Resource Team to attend a basic course at Askham Bryan Agricultural College in the near future.

**RESOLVED: That**

- (i) The update be noted; and**
- (ii) Two members of the Resource Team be sent on a course at Askham Bryan College to assist with the upkeep and maintenance of the new planting scheme.**

### **RECOMMENDATIONS**

**Two members of the Resource Team be sent on a Basic gardening course at Askham Bryan College.**

### Town Hall Survey

The Quinquennial survey has now begun. The Resource Manager had met with the surveyor for the initial inspection of the entire Town Hall building. The Resource Manager emphasised the condition of the windows regarding the way forward for a specification to have them refurbished. Further visits from the surveyor are expected in the near future.

**RESOLVED: That the Resource Manager's update be noted.**

### Noticeboard

The noticeboard at the front of the Town Hall required replacing as the old one had collapsed following the recent storms. The Resource Manager had acquired several quotations for a replacement noticeboard and these were considered.

It was agreed that a second noticeboard should be purchased at this time to site at the 1811 Building.

**RESOLVED: That**

- (i) Two noticeboards with 'solar powered' lighting be purchased; one for the Town Hall and one for the 1811 Building at a cost of £2838.50 per item; and
- (ii) The cost be taken from the Asset Replacement Budget.

**RECOMMENDATION**

- (iii) Two noticeboards with 'solar powered' lighting be purchased; one for the Town Hall and one for the 1811 Building at a cost of £2838.50 per item; and
- (iv) The cost be taken from the Asset Replacement Budget.

**LP57 BEEKEEPERS ASSOCIATION**

The Clerk provided an update from Selby District Council Planning Department. They have asked for clarification whether the grass was to be replaced and if so, what the alternative would be.

SDC Planning have also suggested restricted opening hours due to the site being in a residential area as follows:

- 09.00 hours to 18.00 hours Monday – Friday
- 09.00 hours to 16.00 hours on Saturdays
- No use on Sundays and Bank Holidays

SDC planning stated that once clarification and agreement to the above had been received they would proceed with the assessment. However, SDC have advised that the application is contrary to Policy ENV29 of the Selby District Local Plan which seeks to limit any development within local amenity areas such as this and the application would have to be considered at the next planning committee on 1 April 2020. SDC asked for an extension of time.

The Clerk had responded to SDC Planning with the following comments:

1. *The grass will probably be removed around the hives and replaced with bark/mulch. This removes the necessity to disturb the bees in the hives with lawnmower/trimmer's. The ground will remain permeable. If the structure is taken down at a later date the mulch can be removed and the area re-seeded.*
2. *The association will require the apiary to be open on Sunday's and Bank Holidays for teaching and viewing by visiting groups. As Selby Cemetery is open 7 days a week as a public amenity this shouldn't give rise to much if any further noise. Residents in the area have been given notice and there have been no objections raised. We request the following opening hours:*
  - a. *09.00 hours to 20.00 hours Monday – Friday*
  - b. *09.00 hours to 18.00 hours on Saturdays*
  - c. *10.00 hours to 16.00 hours on Sundays and Bank Holidays*

*An extension we agree for an extension to 3 April 2020.*

**RESOLVED; That the Clerk's update be noted.**

## **LP58 WASTE ( DOG/LITTER) BINS**

The Resource Manager updated that two bins had been purchased from Selby District Council last autumn, after confirmation from SDC on siting and emptying of said bins. They had been sited at Holme Lane and Sandhill Lane, Selby.

The bins were sited at the above locations as a result of residents being concerned about the amount of dog waste (as well as litter), in these areas.

Unfortunately, the bin at Sandhill Lane had to be removed because a resident claimed that the pole the bin was mounted on was within their property boundary. The Resource Manager is working with SDC to resolve the situation.

**RESOLVED: That the Resource Manager's update be noted.**

## **LP59 1811 BUILDING**

This item had already been discussed at the start of the meeting.

## **LP60 CEMETERY CHAPELS**

This item had already been discussed at the start of the meeting.

## **LP61 COMMUNITY WOODLAND**

It was noted that work to the Community Woodland being carried out by Groundwork is ongoing.

## **LP62 PRIVATE SESSION**

## **LP63 ALLOTMENTS**

Consideration was given to a request from a Selby resident to be added to the Pymble Allotment Waiting List.

## **RECOMMENDATION**

**That the Clerk obtain legal advice from the YLCA Solicitor.**

## **LP64 DATE OF FUTURE MEETINGS**

<b>Monday 9 March 2020</b>	<b>Town Hall Management Committee</b>
<b>Monday 30 March 2020</b>	<b>Council</b>
<b>Monday 6 April 2020</b>	<b>Special Council Grants Meeting</b>
<b>Friday 17 April 2020</b>	<b>Market Working group Meeting</b>
<b>Monday 27 April 2020</b>	<b>Council</b>
<b>Monday 11 May 2020</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 18 May 2020</b>	<b>Annual Council &amp; Town</b>
<b>Monday 1 June 2020</b>	<b>Land &amp; Property Committee</b>
<b>Monday 29 June 2020</b>	<b>Council</b>