

# **MINUTES OF THE PROCEEDINGS OF THE LAND AND PROPERTY COMMITTEE MEETING HELD ON 2 SEPTEMBER 2019 AT THE TOWN HALL, YORK STREET, SELBY**

**PRESENT:** Cllrs, S Shaw-Wright (In the Chair), F Matthews, I Lawton, M Mohd Rofidi, M Dyson and  
M Fagan.

**IN ATTENDANCE** - G Bell & A Argyle

## **LP 18 APOLOGIES FOR ABSENCE**

Cllrs M Davis, G Harding and K Franks.

As both the Chair and Vice Chair had given apologies Cllr S Shaw-Wright was nominated to chair.

## **LP 19 DISCLOSURE OF INTEREST**

Cllr Matthews declared a non-pecuniary interest as an allotment tenant.

## **LP 20 MINUTES**

The minutes of a meeting of the Land and Property Committee held on 3 June 2019 were received for information, having already been approved by Council.

Update – Clerk had written to the solicitors about the gates leading onto the Cemetery and all other outstanding matters, expressing concern at lack of response. There had still been no response. The Clerk was asked to write and request a response by the end of the month.

### **RESOLVED: That**

- (i) The abovementioned minutes be noted; and**
- (ii) The Clerk writes to Crombie Wilkinson Solicitors requesting updates be given by the end of the month.**

## **LP 21 COUNCIL POLICIES**

The Allotment Rules & Regulations Policy was reviewed. The Clerk was asked to update the policy as below:

Item 4.9 – Re word heading ‘Notice to Quit’ to ‘Rights of Access’.

Item 5.4 - After ‘any items or derelict structures’ add ‘or hard standings.’

Item 14.1 – Remove the reference to 4.9

Item 17 – Re word to read ‘documents will be reviewed from time to time’ and add ‘in line with current legislation’.

Cllr Lawton expressed concern over nuisance bonfires and recreation fires on the allotments. Cllr Shaw-Wright asked the Clerk to research information relating to bonfires and liaise with the Selby Chief Fire Officer over the contents found in the remains of the bonfires.

The Clerk was asked to clarify if an inventory was drawn up at the start of each new tenancy, this would ensure the Town Council had a correct record of all items on each allotment.

Cllr Matthews expressed concern over the amount of non-biodegradable waste being deposited in the green waste bay on the Westbourne site. The Clerk was asked to write to all tenants stating, 'placing non-biodegradable waste in green waste bays or bringing waste onto the site may lead to termination of tenancy'.

Cllr Shaw-Wright suggested it would be a good idea for any councillors who wished, to attend an allotment inspection with the admin officer responsible for the allotments.

**RESOLVED: That**

- (i) The Allotment Rules & Regulations Policy be approved by Council subject to updating as suggested,**
- (ii) The Clerk researches rules and regulations around the use of bonfires and recreational fires and,**
- (iii) The Clerk write to all allotment tenants on the Westbourne site with regards to disposal of waste.**

**RECOMMENDATION TO COUNCIL: That**

- (i) The Allotment Rules & Regulations Policy be approved by Council subject to updating as suggested and,**
- (ii) The remaining Resolutions be noted.**

**LP 22 SAILING THROUGH TIME PROJECT UPDATE**

Cllr Shaw-Wright declared an interest as a Town Council representative on Groundwork.

The Resource Manager presented a quotation, specification and plan from Groundwork to design and plant the Town Hall front garden around the structure. The Clerk clarified that S106 was available to pay for the works.

**RESOLVED: That the project was agreed in principle and that further discussion to take place with Groundwork and Councillors.**

**RECOMMENDATION TO COUNCIL:**

**The project be agreed in principle.**

**LP 23 ALLOTMENTS**

Stonebridge

The Resource Manager updated that the Drainage project went well. A further update will be given at the next Land & Property meeting to be held on 2 December 2019.

Westbourne Road

It was noted that there was a problem with non-organic waste being tipped in the green waste bay. The Clerk is to write to all tenants reinforcing the Allotment Rules & Regulations. The Resource Manager is to erect a sign stating, 'Biodegradable Waste Only'.

**RESOLVED: THAT;**

- i) That the abovementioned updates be noted,**
- ii) The Clerk write to all tenants on the Westbourne Site reinforcing the Rules & Regulations, and**

**iii) The Resource Manager erect a sign on the Green Waste Bay.**

**LP 24 CEMETERY**

The Resource Manager updated that a memorial headstone had bird spikes glued to the top of it. A letter had been sent to the owner of the grave requesting removal, but no response had been received. The Resource Manager will now post a notice on the memorial headstone.

The Resource Manager updated that the green car park matting had been installed and was within budget.

The Resource Manager also updated that the new storage container had been successfully sited and the Resource team had boarded the container out and were currently relocating items from the Firework storage container and chapels.

The Clerk presented a report from Native Architects regarding the Cemetery Chapels. Cllr Shaw-Wright updated that the plan was to keep one of the chapels as a site office and staff kitchen/eating area. This chapel would require general refurbishing. The second chapel to keep its original use as a place for a small service prior to interment in the Cemetery but also have a dual use as a study/classroom area.

Cllr Matthews suggested a budget of £10,000 for initial fees up to planning stage, to be taken from un-allocated balances.

**RESOLVED That:**

- (i) The updates be noted, and**
- (ii) A budget of £10,00 for initial fees up to planning stage to be taken from un-allocated balances.**

**RECOMMENDATION:**

- (I) The above updates be noted, and**
- (II) Council agree a budget of £10,000 for initial fees up to planning stage to be taken from unallocated balances.**

**LP25 TELEPHONE BOX**

Cllr Shaw-Wright had clarified with Selby District Council that Listed Building Consent is required before any works can be carried out to the telephone box. It was agreed that at this time Listed Building Consent would be applied for to paint the Telephone Box in its original colours and the Telephone Box cleaned and remain locked to deter vandalism.

**RESOLVED: That Listed Building Planning Consent be applied for to re-paint the Telephone Box.**

**RECOMMENDATION TO COUNCIL That the update be noted.**

**LP26 PLAY AREAS**

The Resource Manager updated that a small quantity of Tiger Mulch had been ordered to trial on one piece of play equipment. The repair/trial will take place after the school summer holidays and when the weather is favourable.

## **LP27 TOWN HALL**

The Resource Manager updated that the illuminous stair nosing on the stairs in the Arts Centre would be completed by 3 September 2019.

## **LP28 BEEKEEPERS ASSOCIATION**

The Clerk updated that Selby District Council had suggested to the Beekeepers Association that the planning application would be better applied for by Selby Town Council. Cllr Shaw-Wright suggested the planning application be completed by the Town Council along with input from the Beekeepers Association. The Clerk to arrange a suitable time for both parties to meet.

The Resource Manager will mark out the area for the Apiary in the cemetery.

Cllr Matthews asked the Clerk to draw up a Service Level Agreement between Selby Town Council and the Beekeepers Association to ensure each party is clear of ownership and responsibility.

**RESOLVED: That,**

- (i) The Clerk's update be noted,**
- (ii) A meeting set up with the Beekeepers Association to apply for planning, and**
- (iii) The Clerk draws up a Service Level Agreement between Selby Town Council and the Beekeepers Association.**

**RECOMMENDATION TO COUNCIL:**

**The updates from the Clerk and the Resource Manager be noted.**

## **LP29 1811 BUILDING**

The Clerk provided a report from Native Architects. It was agreed that further costings are required. The Clerk to write to the architects to request an accurate breakdown of costings as per the Cemetery proposal and for the architects to include a list of recommendations of building works indicating whether they are priority or optional.

**RESOLVED: That,**

- (i) The update be noted, and**
- (ii) The Clerk to request further detailed costings from Native Architects.**

**RECOMMENDATION TO COUNCIL**

**The update from the Clerk be noted.**

## **LP30 DOG WASTE BINS**

The Resource Manager has sourced suitable locations for the two dog bin requests from members of the public and sent a request form to Selby District Council who will supply and fit the bins.

Cllr Shaw-Wright requested the Resource Manager check when the bins have been fitted and follow up with reasonable to checks to ensure the bins are being emptied by Selby District Council contractors.

Once the bins are sited the Clerk was asked to publicise the purchases.

**RESOLVED: That the update be noted.**

### **LP31 COMMUNITY WOODLAND**

Cllr Matthews declared a non-pecuniary interest as member of the Community Trust committee.

The Resource Manager updated that the trees at the Community Woodland need thinning. Groundwork initially suggested that the work would probably take 2 days a week for a couple of months but had since advised that as they propose to trim every other tree in the middle section the required work would take 22 days not the initial 12 days quoted.

The Resource Manager will meet with Groundwork to clarify the required work and report back to council on 30 September.

Cllr Matthews proposed Council create a new Environmental EMR of £50,000 for the budget year 2020/21.

**RESOLVED: THAT,**

- (I) The Resource Manager reports back to September Council after clarifying the required work, and**
- (II) An Environmental EMR of £50,000 be created and funds transferred from un-allocated balances, this resolution be added to the list of Recommendations to Council**

### **LP32 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.**

There were no items to be discussed in the Private Session.

### **LP33 DATE OF FUTURE MEETINGS**

<b>Monday 23 September 2019</b>	<b>Town Hall Management Committee</b>
<b>Monday 30 September 2019</b>	<b>Council</b>
<b>Monday 21 October 2019</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 28 October 2019</b>	<b>Council</b>
<b>Monday 25 November 2019</b>	<b>Council</b>
<b>Monday 2 December 2019</b>	<b>Land &amp; Property Committee</b>