



MINUTES OF THE LAND & PROPERTY COMMITTEE HELD ON  
MONDAY 16 MARCH 2026 AT THE TOWN HALL, YORK STREET,  
SELBY

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**PRESENT: Cllr M Dyson, S Andrew, M Davis, J Proud and F Matthews**

**IN ATTENDANCE: The Facilities Manager and Deputy Clerk**

**LP53 APOLOGIES FOR ABSENCE**

Cllrs K Franks, R Harrison, S Shaw-Wright and I Lawton.

**LP54 DISCLOSURE OF INTERESTS**

Cllr Andrews declared an interest in the cemetery.

**LP55 MINUTES**

LP55.1 Minutes of the Land and Property Committee held on 1 September 2025 were received. These minutes had previously been ratified at Council on 29 September 2025.

Committee members requested that an update on the resolutions are provided at the next land and property meeting.

**RESOLVED THAT:**

- i. **The minutes of the Land and Property Committee meeting held on 29 September 2025 be noted, and**
- ii. **That an update on the resolutions are provided at the next Land and Property Committee meeting.**

LP55.2 Updates from the last meeting

Foodbank lease – the solicitors have been given instruction to renew the lease as previous but with an agreed increase in rent of £200 per year.

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

**LP56 COUNCIL POLICIES**

LP56.1 Policy Review Table

The Policy Review Table was noted.

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

LP56.2 Asset Management & Disposal Policy

The Asset Management & Disposal Policy was received. No amendments were proposed.

**RECOMMENDATION TO COUNCIL THAT:**

- i. **The Asset Management policy be approved, and**
- ii. **A date set for review of 3 years.**

LP56.3 No Smoking and E Cigarette Policy  
The No Smoking and E Cigarette Policy was received. No amendments were proposed.

**RECOMMENDATION TO COUNCIL THAT:**

- i. **The No Smoking and E Cigarette Policy be approved, and**
- ii. **A date set for review of 3 years.**

**LP57 ALLOTMENTS**

LP57.1 Current Waiting List  
It was noted that there are seven names on the current waiting lists.

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

LP57.2 Current Status of Allotments  
The current status of all allotment sites was received.

Committee members requested that the plans of the allotments are included in the agenda once a year, that paper plans are made available at meetings, that the dates for allotment inspections are included in the agenda and that signage is kept up to date.

**RESOLVED THAT:**

- i. **The update be noted.**
- ii. **The allotment plans are included in the agenda once a year,**
- iii. **That paper plans are available at meetings,**
- iv. **That the dates for allotment inspections are included on the agenda, and**
- v. **That the signage is kept up to date on the allotment sites.**

**LP58 CEMETERY**

LP58.1 Farm Field  
It was noted that the Clerk and Facilities Manager are working on a development plan to present at a later meeting.

It was agreed that the Facilities Manager will establish what is required for extending the cemetery and the breakdown of the stages and where available the anticipated costs, to be reported at the next Land and Property Meeting.

- LP58.2 Cemetery Paths  
It was noted that additional bulbs have been planted along the Jubilee path.
- LP58.3 Sunken Graves  
It was noted that the topping up process has been completed.
- LP58.4 Cemetery Trees  
It was noted that the scheduled tree survey has been completed and phase one works identified have been scheduled. The cost of these works are £1440.00 plus VAT and will be taken from the Cemetery Paths and Trees EMR.
- LP58.5 Peace Garden  
It was noted that the wildflower preparation work was postponed due to the ground being waterlogged.
- LP58.6 Rat Barrow  
The Facilities Manager's report was considered. The Facilities Manager confirmed that the equipment was suitable for the intended purpose and would be stored indoors.
- LP58.7 Cemetery Service Charges  
The fee for the renewal of grave ownership when the exclusive right of burial has expired was considered.

**RESOLVED THAT:**

- i. The update be noted,
- ii. That the Facilities Manager establishes what is required for extending the cemetery with the breakdown of the stages and where available the anticipated costs – to be reported at the next Land & Property Meeting, and
- iii. That when the exclusive right of burial has expired that any renewal be repurchased at the exclusive right of burial charge.

**RECOMMENDATION TO COUNCIL THAT:**

- i. The Rat Barrow and trailer is purchased at £4357+VAT and will be taken from the Asset Replacement and Refurb EMR,
- ii. The Rat Burrow will stored in the cemetery chapel, and
- iii. That the Facilities Manager with complete a Health and Safety Risk Assessment to be reviewed by the Health, Safety and Welfare Working Group.

**LP59 PLAY AREAS**

LP59.1 Barwic Parade  
It was noted that a broken bench has been replaced with a refurbished one from the cemetery and the dragon swing rope hangers all need to be replaced.

LP59.2 Flaxley Road  
It was noted that the dragon swing rope hangers all need to be replaced.

LP59.3 Wistow Road  
No updates to report.

**RESOLVED THAT:**

- i. The updates be noted, and
- ii. The source of funding for the dragon swing rope hangers be reported at March Council Meeting.

**LP60 1811 BUILDING**

LP60.1 Fire Risk Assessment Report  
The updated Fire Risk Assessment Actions Report was received.

LP60.2 Compartmentation Survey  
This item was considered in Private Session at Item LP72.

**RESOLVED THAT:**

- i. The report be noted,
- ii. The Facilities Manager obtains a quote to replace the blinds,
- iii. The one-off actions are removed, and
- iv. The regular actions are updated with due dates

**LP61 TOWN HALL**

LP61.1 Fire Risk Assessment Report  
The updated Fire Risk Assessment Actions Report was received.

LP61.2 Compartmentation Survey  
This item was considered in Private Session at item LP73.

**RESOLVED THAT:**

- i. The report be noted,
- ii. The one-off actions are removed, and
- iii. The regular actions are updated with due dates

**LP62 CEMETERY CHAPELS**

LP62.1 Chapels

No updates to report.

LP62.2 Storage  
This item was considered in Private Session at Item LP71.

LP62.2.1 Storage Costs  
The costs incurred to date was received.

**RESOLVED THAT:**

- i. The update be noted,
- ii. The cost for the removal of the garages be updated, and
- iii. A column is added to the report for total anticipated final costs.

**LP63 BONDGATE COMMUNITY WOODLAND**

LP63.1 Tree thinning works  
It was noted that Groundwork has completed the tree thinning works.

LP63.2 Hebridean Isles  
It was noted that the plan and quotation for the installation of the nameplate has not yet been received.

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

**LP64 SCHEDULED WORKS**

The Facilities Managers plan of current scheduled works was received.

**RESOLVED THAT:**

- i. The schedule of works be noted,
- ii. The green waste clearance at Westbourne allotment is added, and
- iii. That additional information is added to the schedule to include due dates.

**LP65 CEMETERY LODGE**

It was noted that the guttering has been cleared.

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

**LP66 LONGMANN HILLS FARMHOUSE**

It was noted that the guttering has been cleared.

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

**LP67 ASSET REGISTER**

The Asset Register was received.

A member of the committee reported that the bus shelter at Park Street needs the guttering repairing.

**RESOLVED THAT:**

- i. **The Asset Register be noted, and**
- ii. **The Facilities Manager arranges the repair to the guttering on the bus shelter at Park Street.**

**LP68 STREETLIGHTING**

It was noted that the Clerk requested a current report of all the Town Council's streetlights on the 22 July, and that this is still awaited.

**RESOLVED THAT:**

- i. **The update be noted, and**
- ii. **The Clerk follows up on the request.**

**LP69 TOWN COUNCIL ACTION PLAN**

The updates on the current projects and proposals were received: -

Provision of Allotments / Allotment standardisation – update at item LP57

Maintain / improve the cemetery grounds – update at item LP58

Develop area for Peace Garden – update at item LP58.5

Chapel restoration – update at item LP63.1

Build new workshop / storage facility – update at item LP62.1

Complete Jubilee Path – planting – 1<sup>st</sup> stage completed – further planting in the spring.

Cemetery Tree Maintenance Plan – update at item LP58.4

Installation of Cemetery Path in ext. G & H – to be considered in item LP77

Maintenance of Play Areas – update at item LP59

Maintenance of Town Hall – update at item LP61

Replacement of Town Hall heating system – Not yet considered

Maintenance of the 1811 Building – update at item LP60

Replacement of all remaining street lights with LED – LP68

Review policies and procedures – update at item LP56

**LP70 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 (LP71 to LP79)**

**LP71 CEMETERY STORAGE**

The quotation for the cemetery storage structural engineering information was received.

The Facilities Manager to clarify what is included in the quotation and are there any additional items that are required.

**RESOLVED THAT: The Facilities Manager obtains clarification on what is included in the quotation.**

**LP72 FIRE LINE REMEDIAL WORKS – 1811 AND TOWN HALL**

The report regarding the cost of works following the Fire Line Report was received.

**RECOMENDATION TO COUNCIL THAT:**

- i. Fire detection upgrade works are undertaken at the 1811 Building at a cost of £2,814.00+VAT to be taken from the 1811 EMR**
- ii. Fire detection upgrade works are undertaken at the Town Hall at a cost of £3,644.00+VAT to be taken from the Asset Replacement and Refurbishment EMR**
- iii. Emergency lighting upgrade works are undertaken at the Town Hall at a cost of £2,350 to be taken from the Asset Replacement and Refurbishment EMR**

**LP73 1811 COMPARTMENTATION SURVEY**

The quotation for a compartmentation survey was received.

**RECOMMENDATION TO COUNCIL THAT: The survey is completed at a cost of £2,200+VAT to be taken from the 1811 EMR.**

**LP74 TOWN HALL COMPARTMENTATION SURVEY**

The quotation for a compartmentation survey was received.

**RECOMMENDATION TO COUNCIL THAT: The survey is completed at a cost of £4,235.00+VAT to be taken from the Asset Replacement and Refurbishment EMR.**

**LP75 PORTHOLME ROAD FENCE**

The quotations to install a fence along the Portholme Road field were received. The quotations were not accepted as further clarifications were required.

**RESOLVED THAT:**

**The Facilities Manager confirms that:**

- i. The quotes are for the specification that was approved by planning,**
- ii. The quotes include the relocation of the benches, and**
- iii. That the Clerk has received confirmation that S106 funding can be used for this.**

**LP76**

**SELBY IN BLOOM**

The Selby in Bloom 2026 quotations were received.

**RESOLVED THAT:**

- i. Quote 1 is approved at a cost of £5,512.84+VAT, and**
- ii. That the deputy clerk will obtain email confirmation from the Chair of Council, Chair of Land and Property and Chair of Finance and Staffing to approve this prior to the meeting of council due to the time restriction to get the planters ready for May.**

**LP77**

**CEMETERY RAFTING**

The quotations for the cemetery development extensions G and H were received.

**RECOMMENDATION TO COUNCIL THAT:**

- i. Quote 2 is approved for the rafts and path, but without the tarmac road at a cost of £30,450+VAT to be taken from the Cemetery Long Term Development Fund, and**
- ii. That space is left around the edge of the development in case a road is needed in the future.**

**LP78**

**DATE OF FUTURE MEETINGS**

<b>Monday 23 March 2026</b>	<b>Markets Working Group</b>
<b>Monday 23 March 2026</b>	<b>Environment Committee</b>
<b>Monday 30 March 2026</b>	<b>Council</b>
<b>Monday 13 April 2026</b>	<b>Special Council Grants Meeting</b>
<b>Monday 27 April 2026</b>	<b>Council</b>
<b>Monday 11 May 2026</b>	<b>Finance &amp; Staffing Committee</b>
<b>Wednesday 13 May 2026</b>	<b>Annual Towns Meeting</b>
<b>Monday 18 May 2026</b>	<b>Annual Council and Council Meeting</b>
<b>Monday 1 June 2026</b>	<b>Land &amp; Property Committee</b>