

**Town Clerk  
Mrs G Bell**

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26 May 2026

Dear Councillor

### **Land and Property Committee**

You are hereby summoned to attend the meeting of Land and Property Committee which has been arranged for **Monday 1 JUNE 2026 at 7.00pm** at the Town Hall, York Street, Selby.

Yours sincerely

*G Bell*

Gill Bell  
Town Clerk

To Councillors: S. Shaw-Wright, R Harrison, M Davis, F Matthews, S Andrew, K Franks, M Dyson, R Pope and I Lawton

**All Councillors for information.**

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## AGENDA

- LP1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE**
- LP2 APOLOGIES FOR ABSENCE**
- LP3 DISCLOSURE OF INTERESTS**
- LP4 MINUTES**
- LP4.1 To **receive** the minutes of a meeting of the Land and Property Committee held on 16 March 2026. These minutes have previously been ratified at Council on 30 March 2026. (Pages 8 to 17 attached)
- LP4.2 Updates from the last meeting  
Foodbank Lease – The lease is with the solicitors.  
Cemetery Tree Works – the works identified from the tree survey have been completed.  
Rat Barrow – This was delivered on 1 May 2026 and has already been in action. A risk assessment has been completed.  
Flaxley Road Play Area - The Dragon Swing rope hangers have been replaced.  
Bus Shelter (Park Street) – the guttering has been replaced.  
1811 Building Fire Detection upgrade works – these were completed early May 2026  
Town Hall Fire Detection upgrade works – these were completed early May 2026  
Town Hall Emergency Lighting upgrade works – completed mid May  
1811 Building Compartmentation Survey – this has been completed, awaiting cost for the works  
Town Hall Compartmentation Survey – this has been completed, awaiting cost for the works.  
Cemetery Rafts Ext’s G & H – Works to start w/c 6 July 2026
- LP5 COUNCIL POLICIES**
- LP5.1 Policy Review Table  
 To **receive** the Policy Review Table. (Page 18 attached).

LP5.2 Allotment Rules and Regulations  
To **receive** and **consider** the Allotment Rules and Regulations. The Clerk and Administration Officer have reviewed the rules and regulations and have suggested amendments. (Pages 19 to 21 attached).

**LP6 ALLOTMENTS**

LP6.1 Tenancy Agreement  
To **receive** and **consider** the Allotment Tenancy Agreement. The Clerk and Administration Officer have reviewed the Tenancy Agreement and have suggested amendments. (Pages 22 to 25 attached).

LP6.2 Allotment Report  
To **receive** and **consider** the report from the Administration Officer. This includes the allotment activity schedule, layout plans, wait list and availability, and the notes of the Allotment Tenants Meeting held on 11 March 2026 with actions and updates. (Pages 26 to 36 attached).

To **note** that one quotation has been obtained for the replacement of fencing along the allotment boundary adjoining Flaxley Road, as well as for the replacement of fencing on two allotment plots that share a boundary with the adjacent field. The Facilities Manager is currently in the process of seeking two additional quotations for these works.

**LP7 CEMETERY**

LP7.1 Farm Field  
To **note** that the waste bays have been emptied and sorted into piles. The green waste has been spread over the farm field, mainly in the bottom corner where the willow tree was removed. All non- recyclable waste has been disposed of, and the twigs and small branches are piled ready for chipping. The fencing now needs to be replaced, and consideration be given to the size and management of the bays.

An estimate to survey the field is to be considered at Item LP22.

LP7.2 Cemetery Paths  
No further updates

LP7.3 Sunken Graves  
No further updates

LP7.4 Cemetery Trees  
No further updates

LP7.5 Peace Garden  
To **note** the Facilities Manager and Deputy Clerk are developing a plan for the site. This will include paths, areas for ashes to be scattered, areas for columbaria, seating and landscaping. Estimated costs, where known, will also be included in the plan.

**LP8 PLAY AREAS**

LP8.1 Barwic Parade  
The play area had to be closed on 5<sup>th</sup> May due to further vandalism. Unfortunately, the damaged occurred in a camera blind spot.

LP8.2 Flaxley Road  
No further updates

LP8.3 Wistow Road  
No further updates

**LP9 1811 BUILDING**

LP9.1 Fire Risk Assessment Report  
To **receive** and **consider** the report. (Pages 37 attached).

To **note** that the quotation for the works identified in the Compartment Survey is awaited.

**LP10 TOWN HALL**

LP10.1 Fire Risk Assessment Report  
To **receive** and **consider** the report. (Pages 38 attached).

To **note** that the quotation for the works identified in the Compartment Survey is awaited.

**LP11 CEMETERY CHAPELS**

LP11.1 Chapels  
To **note** this project is on hold.

LP11.2 Storage  
To **note** that Ebor Construction have been approved to provide and install the storage unit and a confirmation date of start of works is awaited.

LP11.2.1 The Clerk has provided the costs incurred to date.  
To **receive** and **consider** the Clerks update. (Page 39 attached).

**LP12 BONDGATE COMMUNITY WOODLAND**

LP12.1 Hebridean Isles

To **note** there are no further updates.

**LP13 SCHEDULED WORKS**

To **receive** and **consider** the Scheduled Works report. (Pages 40 attached).

**LP14 CEMETERY LODGE**

To **note** that 3 floorboards were replaced and a section of floor joist was repaired which was rotten due to age. The estimated cost was £75 (invoice awaited).

**LP15 LONGMANN HILLS FARMHOUSE**

Nothing to report.

**LP16 ASSET REGISTER**

To **receive** the Asset Register. To **note** that the Clerk has resumed entering the information into the new Asset Database and aims to complete at least the basic information for the next meeting. (Pages 41 to 44 attached).

**LP17 STREETLIGHTING**

To **note** the Clerk has chased up NYC for an up-to-date estimate on the 5 May 2026, no response has been received to date.

**LP18 TOWN COUNCIL ACTION PLAN**

LP18.1 Action Plan

To **receive** and **consider** the updated Action Plan. (Pages 45 to 56 attached).

LP18.2 Action Plan Updates

To **consider** the updates on the current projects and proposals: -

Provision of Allotments / Allotment standardisation – update at item LP6

Maintain / improve the cemetery grounds – update at item LP7

Develop area for Peace Garden – update at item LP7.5

Chapel restoration – Currently on-hold

Build new workshop / storage facility – update at item LP11.2

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

Cemetery Tree Maintenance Plan – update at item LP7.4

Installation of Cemetery Path in ext. G & H – updated in item LP7.2

Maintenance of Play Areas – update at item LP8

Maintenance of Town Hall – update at item LP10

Replacement of Town Hall heating system – Not yet considered  
Maintenance of the 1811 Building – update at item LP9  
Replacement of all remaining streetlights with LED – LP17  
Review policies and procedures – update at item LP5

**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 LP26)

**LP20 1811 WINDOW BLINDS**

To **receive** and **consider** the quotation for replacement blinds. This was identified in the Fire Risk Assessment. (Page 57 attached).

**LP21 PYMBLES ALLOTMENT ENTRY GATE**

To **receive** and **consider** a quotation to replace the current single gate with a double gate. Tenants raised the issue with struggling to open the current gate at the Allotment Tenants Meeting. (Page 58 attached).

**LP22 FARM FIELD SURVEY**

To **receive** and **consider** the estimate to provide a Tier 2 Groundwater Risk Assessment of the Farm Field. (Pages 59 to 66 attached).

**LP23 OFFICE LAPTOPS**

To **receive** and **consider** the quotation to replace the office staff laptops. The current laptops were purchased in February 2020 and are now showing signs of age-related performance decline. (Pages 67 to 68 attached).

**LP24 DATE OF FUTURE MEETINGS**

Monday 29 June 2026	Council
Monday 6 July 2026	Environment Committee
Monday 20 July 2026	Finance & Staffing Committee
Monday 27 July 2026	Council
Monday 7 September 2026	Land & Property Committee