



MINUTES OF THE LAND & PROPERTY COMMITTEE HELD ON MONDAY 1 JUNE 2026 AT THE TOWN HALL, YORK STREET, SELBY

Contents

LP1	APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE	3
LP2	APOLOGIES FOR ABSENCE	3
LP3	DISCLOSURE OF INTERESTS.....	3
LP4	MINUTES	3
LP5	COUNCIL POLICIES	4
LP5.1	Policy Review Table	4
LP5.2	Allotment Rules and Regulations	4
LP6	ALLOTMENTS.....	4
LP6.1	Tenancy Agreement	4
LP6.2	Allotment Report	4
LP7	CEMETERY.....	4
LP7.1	Farm Field	4
LP7.2	Cemetery Paths	5
LP7.3	Sunken Graves	5
LP7.4	Cemetery Trees	5
LP7.5	Peace Garden	5
LP8	PLAY AREAS	5
LP8.1	Barwic Parade	5
LP8.2	Flaxley Road.....	5
LP8.3	Wistow Road	5
LP9	1811 BUILDING.....	5
LP9.1	Fire Risk Assessment Report	5
LP10	TOWN HALL.....	5
LP10.1	Fire Risk Assessment Report	6
LP11	CEMETERY CHAPELS	6
LP11.1	Chapels	6
LP11.2	Storage.....	6
LP11.2.1	Storage Costs.....	6
LP12	BONDGATE COMMUNITY WOODLAND	6
LP12.1	Hebridean Isles.....	6

LP13	SCHEDULED WORKS	6
LP14	CEMETERY LODGE	7
LP15	LONGMANN HILLS FARMHOUSE.....	7
LP16	ASSET REGISTER.....	7
LP17	STREETLIGHTING.....	7
LP18	TOWN COUNCIL ACTION PLAN	7
LP18.1	Action Plan	7
LP18.2	Action Plan Updates	7
LP19	PRIVATE SESSION	8
LP20	1811 WINDOW BLINDS	8
LP21	PYMBLES ALLOTMENT ENTRY GATE.....	8
LP22	FARM FIELD SURVEY.....	9
LP23	OFFICE LAPTOPS	9
LP24	DATE OF FUTURE MEETINGS	9

PRESENT: Cllr M Davis, S Shaw-Wright, R Harrison, F Matthews, S Andrew,

M Dyson, R Pope and K Franks

IN ATTENDANCE: The Facilities Manager and Deputy Clerk

LP1 APPOINTMENT OF CHAIR AND VICE CHAIR OF THE COMMITTEE

Cllr M Davis was appointed Chair and Cllr K Franks was appointed Vice Chair of the committee.

LP2 APOLOGIES FOR ABSENCE

No apologies were received.

LP3 DISCLOSURE OF INTERESTS

There were no Disclosure of Interests other than those already disclosed.

LP4 MINUTES

LP4.1 Minutes of the Land and Property Committee held on 16 March 2026 were received. These minutes had previously been ratified at Council on 30 March 2026.

RESOLVED THAT: The minutes of the Land and Property Committee meeting held on 16 March 2026 be noted.

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.

RESOLVED: That the update be noted.

LP5 COUNCIL POLICIES

LP5.1 Policy Review Table
The Policy Review Table was noted.

RESOLVED: That the update be noted.

LP5.2 Allotment Rules and Regulations
The Allotment Rules and Regulations were received.

RESOLVED: That

- i. The Allotment Rules and Regulations be received, and
- ii. The Chair meets with the Clerk and Administration Officer to review and bring back to the next meeting in September.

LP6 ALLOTMENTS

LP6.1 Tenancy Agreement

RESOLVED: That

- i. The Tenancy Agreement be received, and
- ii. The Chair meets with the Clerk and Administration Officer to review and bring back to the next meeting in September.

LP6.2 Allotment Report
It was agreed that it was a comprehensive report. However, a simplified and standardised way of reporting was requested.

RESOLVED THAT:

- i. The report be noted, and
- ii. To include a simple standardised table in future.

LP7 CEMETERY

LP7.1 Farm Field

The Clerk updated on the clearance of the green waste. It was noted that Cllr Matthews and the Facilities Manager had arranged a meeting to plan the management of the waste going forward.

LP7.2 Cemetery Paths
There were no updates to report.

LP7.3 Sunken Graves
There were no updates to report.

LP7.4 Cemetery Trees
There were no updates to report.

LP7.5 Peace Garden
The update was noted.

LP8 PLAY AREAS

LP8.1 Barwic Parade
The Facilities Manager updated the committee on the recent vandalism. Unfortunately, the area was obscured from the cctv camera by some of the play equipment. The Clerk was requested to contact the police to ask if the PCSO's could do regular patrols around lunchtime and at school / college leaving time.

RESOLVED: That the Clerk contacts the Police and asks for PCSO support.

LP8.2 Flaxley Road
There were no updates to report.

LP8.3 Wistow Road
There were no updates to report.

LP9 1811 BUILDING

LP9.1 Fire Risk Assessment Report
The updated Fire Risk Assessment Actions Report was considered.

It was noted that the quotation for the works identified in the Compartment Survey were awaited.

RESOLVED THAT: The report be noted.

LP10 TOWN HALL

LP10.1 **Fire Risk Assessment Report**
The updated Fire Risk Assessment Actions Report was considered.

It was noted that the quotation for the works identified in the Compartment Survey were awaited.

It was noted that two items had been removed from the report. The Facilities Manager updated that these were covered in the Fire Door Survey item.

RESOLVED THAT: The report be noted.

LP11 CEMETERY CHAPELS

LP11.1 Chapels

It was noted that the project is on hold. The Facilities Manager asked if the committee could consider improving the welfare facilities for the Grounds Maintenance Team. It was agreed that the Facilities Manager bring back options to the next meeting in September.

LP11.2 Storage

It was noted that Ebor Construction had been approved to provide and install the storage unit and that a starting date was to be confirmed.

LP11.2.1 Storage Costs

The Clerk provided the projected costs.

RESOLVED THAT: The update be noted.

LP12 BONDGATE COMMUNITY WOODLAND

LP12.1 Hebridean Isles

It was noted that only one quotation for the installation of the nameplate had been received. The Clerk updated that CIL monies had been approved for this project.

RECOMMENDATION TO COUNCIL THAT:

- i. **The quotation for £11,348 + VAT be approved, and**
- ii. **CIL monies be used to fund the project.**

LP13 SCHEDULED WORKS

The plan of current scheduled works was received.

RESOLVED THAT: The schedule of works be noted.

LP14 CEMETERY LODGE

It was noted that 3 floorboards were replaced and a section of floor joist was repaired which was rotten due to age.

RESOLVED: That the update be noted.

LP15 LONGMANN HILLS FARMHOUSE

There were no updates to report.

LP16 ASSET REGISTER

The Asset Register was received.

RESOLVED THAT: The Asset Register be noted.

LP17 STREETLIGHTING

It was noted that the Clerk requested a current report of all the Town Council's streetlights on the 5 May, and that this is still awaited.

RESOLVED THAT:

- i. The update be noted, and
- ii. The Clerk keeps a log of all unanswered emails sent to North Yorkshire Council.

LP18 TOWN COUNCIL ACTION PLAN

LP18.1 Action Plan

The updated Action Plan was considered.

The following items were requested to be added:

- 1. Expand the capacity of the cemetery,
- 2. New website.

RESOLVED THAT: The updated Action Plan be approved with the abovementioned additions.

LP18.2 Action Plan Updates

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

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 – 1st stage completed – further planting in the autumn.
Cemetery Tree Maintenance Plan – update at item LP7.4
Installation of Cemetery Path in ext. G & H – to be considered 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

RESOLVED THAT: The update be noted.

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 LP23)

LP20 1811 WINDOW BLINDS

The quotation to replace the window blinds to meet current Fire Regulations at the 1811 was received. Due to the difficulty in obtaining further quotes it was agreed to step outside of Financial Regulations.

RECOMMENDATION TO COUNCIL THAT:

- i. To step outside of Financial Regulations,**
- ii. The quotation from Abbey Blinds of £2,065.45 + VAT be approved, and**
- iii. The cost be taken from the 1811 EMR**

LP21 PYMBLES ALLOTMENT ENTRY GATE

A quotation to replace the current single gate with a double gate was considered.

RESOLVED THAT: The item will be re-considered at the next meeting in September.

LP22 FARM FIELD SURVEY

A Tier 2 Groundwater Risk Assessment and quote was considered. Due to the specialised work involved it was agreed to step outside of Financial Regulations.

RECOMMENDATION TO COUNCIL THAT:

- i. To step outside Financial Regulations, and**
- ii. To approve a site Investigation is carried out at a cost of £3,247.50 + VAT**

LP23 OFFICE LAPTOPS

The Clerk's report was considered. It was agreed to step outside of Financial Regulations to appoint the Council's regular IT support company.

RECOMMENDATION TO COUNCIL THAT:

- i. 7no. laptops, 3no.docking stations, 1no monitor, 1no remote keyboard and 1no remote mouse be purchased at a cost of £6,070.37 + VAT,**
- ii. Had-It be approved to set-up the laptops at a cost of £720 + VAT, and**
- iii. The cost be taken from the Asset Replacement EMR**

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