

**Town Clerk
Mrs G Bell**

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1 September 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 7 SEPTEMBER 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

LP25 APOLOGIES FOR ABSENCE

LP26 DISCLOSURE OF INTERESTS

LP27 MINUTES

LP27.1 To **receive** the minutes of a meeting of the Land and Property Committee held on 1 June 2026. These minutes have previously been ratified at Council on 29 June 2026. (Pages 9 to 17 attached)

LP27.2 Updates from the last meeting
Foodbank Lease – The lease is with the Foodbank’s solicitors.
1811 Building Compartmentation Survey – this has been completed. The quotation for completing the required works is at Item LP46
Town Hall Compartmentation Survey – this has been completed. The quotation for completing the required works is at Item LP46
Cemetery Rafts Ext’s G & H – Works started August 2026

LP28 COUNCIL POLICIES

LP28.1 Policy Review Table
 To **receive** the Policy Review Table. (Page 18 attached).

LP28.2 Allotment Tenancy Agreement and Rules and Regulations
 To **receive** and **consider** the Allotment Tenancy Agreement and Rules and Regulations. The Chair, Clerk and Administration Officer have reviewed the rules and regulations and have suggested amendments. (Pages 19 to 25 attached).

LP29 ALLOTMENTS

LP29.1 Allotment Report
 To **receive** and **consider** the report from the Administration Officer. This includes the wait list and availability. (Page 26 attached).

LP30 CEMETERY

LP30.1 Farm Field

No significant groundwater was encountered during the site work. With these results, the site is well placed to be suitable for future burials.

A quotation to carry out a Tier 2 survey of the field is to be considered at Item LP47.

LP30.2 Cemetery Paths No further updates

LP30.3 Sunken Graves No further updates

LP30.4 Cemetery Trees To **note** following the tree survey it was recommended that four trees should have a tomographic survey. This has been completed by 'Barnes Associates' and they recommended the following works:

- T103 beech. Remove dead wood, 25mm and above.
 - T97 beech. Crown reduce elongated branches to the southwest only, by 1.5 m.
- All brash and timber removed from site.

These works have been carried out by Marcus Taperell Tree Surgery at a cost of £500 Ex. VAT.

LP30.5 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.

LP31 PLAY AREAS

LP31.1 Barwic Parade Nothing to update.

LP31.2 Flaxley Road To **note** that a letter has been received from the office of Keir Mather MP regarding a complaint submitted by a resident living adjacent to the play

area. This represents a further complaint following a previous complaint made directly to the Council by the resident in July 2026.

Following receipt of the original complaint, the Clerk contacted the Neighbourhood Policing Team to request increased patrols in the area. In addition, a report was submitted to the Selby Times for publication.

The Clerk has provided a response to Keir Mather's office.

LP31.3 Wistow Road
Nothing to update.

LP32 1811 BUILDING

LP32.1 Fire Risk Assessment Report

LP32.1.1 To **note** the updated Fire Risk Assessment Report. (Page 27 attached).

LP32.2.2 To **note** the quotation to complete the works identified in the report is to be considered at item LP48

LP32.2 Legionnaires Survey

To **note** the remedial works have been authorised to be carried out at a cost of £1,440 EX VAT by Waterguard Facilities Management Limited:

The works are due to be carried out w/c 21 September 2026

LP33 TOWN HALL

LP33.1 Fire Risk Assessment Report

LP33.1.1 To **note** the updated Fire Risk Assessment Report. (Page 28 attached).

LP33.1.2 To **note** the quotation to complete the works identified in the report is to be considered at item LP48

LP33.2 Town Hall Office Window Blinds

To **note** that blackout blinds have been purchased for 6 skylights in the office at a cost of £907.50 Ex VAT from Abbey Blinds, the cost includes the installation of the blinds. These will assist with controlling the temperature in the office.

LP34 CEMETERY CHAPELS

LP34.1 Chapels

To **note** this item will be considered at the December Meeting once the new workshop has been completed.

- LP34.2 **Storage**
To **note** that Ebor Construction have been approved to provide and install the storage unit and an estimated start date of September has been given for the groundworks followed by the installation in October.
- LP34.2.1 The Clerk has provided the costs incurred to date.
To **receive** and **consider** the Clerks update. (Page 29 attached).
- LP35 BONDGATE COMMUNITY WOODLAND**
- LP35.1 Hebridean Isles
To **note** the ship section is due to be removed from the cemetery to begin the refurbishment works.
- LP36 SCHEDULED WORKS**
To **receive** and **consider** the Scheduled Works report. (Page 30 to 31 attached).
- LP37 CEMETERY LODGE**
Nothing to report.
- LP38 LONGMANN HILLS FARMHOUSE**
Nothing to report.
- LP39 ASSET REGISTER**
To **receive** the Asset Register. (Pages 32 to 36 attached).
- LP40 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.
- LP41 BUS SHELTERS**
To **note** that the following repairs have been carried out to the Bus Shelter on Wistow Road at a cost of £810 Ex. VAT.
- to strip all ridges off and re-bed them, replace broken tiles, rubbish removal and scaffold hire.
- LP42 TOWN COUNCIL ACTION PLAN**
Action Plan Updates
To **consider** the updates on the current projects and proposals: -
- Provision of Allotments / Allotment standardisation – update at item LP29
Maintain / improve the cemetery grounds – update at item LP30
Develop area for Peace Garden – update at item LP30.5

Chapel restoration – update at item LP34.1
Build new workshop / storage facility – update at item LP34.2
Complete Jubilee Path – planting – 1st stage completed – further planting in the autumn.
Cemetery Tree Maintenance Plan – update at item LP34.4
Installation of Cemetery Path in ext. G & H – updated in item LP34.2
Maintenance of Play Areas – update at item LP31
Maintenance of Town Hall – update at item LP33
Replacement of Town Hall heating system – Not yet considered
Maintenance of the 1811 Building – update at item LP32
Replacement of all remaining streetlights with LED – LP40
Review policies and procedures – update at item LP28
Provide a new website to meet current Accessibility Requirements– to be considered at Digital Working Group
Expand the capacity of the cemetery – update at item LP30.1

- LP43 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 (LP44 to LP51)
- LP44 PYMBLES ALLOTMENT ENTRY GATE**
 To **receive** and **consider** The Clerk's report. (Page 37 attached).
- LP45 PYMBLES FENCE - ROADSIDE**
 To **receive** and **consider** The Clerk's report. (Page 38 attached).
- LP46 PYMBLES FENCE – TO REAR OF PLOTS 20A AND 20B**
 To **receive** and **consider** The Clerk's report. (Page 39 attached).
- LP47 FARM FIELD SURVEY**
 To **receive** and **consider** the estimate to provide a Tier 2 Groundwater Risk Assessment of the Farm Field. (Pages 40 to 49 attached).
- LP48 TOWN HALL AND 1811 FIRE RISK ASSESSMENTS WORKS**
 To **receive** and **consider** the Clerk's report. (Pages 50 to 56 attached).
- LP49 STONEBRIDGE DYKE CLEARANCE**
 To **receive** and **consider** the Clerk's report. (Page 57 attached).
- LP50 PLAY AREAS**
 To **consider** the proposal from North Yorkshire Sport.

LP51

MARKETS

To **receive** and **consider** the Clerk's report. (Pages 58 to 59 attached).

LP52

DATE OF FUTURE MEETINGS

Wednesday 9 September 2026	Market Working Group
Monday 14 September 2026	Town Hall Management Committee
Monday 21 September 2026	Health, Safety & Welfare W. Group
Monday 28 September 2026	Council
Monday 5 October 2026	Environment Committee
Monday 19 October 2026	Finance & Staffing Committee
Monday 26 October 2026	Council
Monday 30 November 2026	Council
Monday 7 December 2026	Land & Property Committee



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

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

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

Policy Table Review Table

Policy	Review by	Grouping	Considered by committee / working group date	Considered by committee / working group	Staff consultation	Approved by committee / working group - date	Adoption by council	Review date	Agreed Adjusted Review Date
Allotment rules & regs	L&P						Jun-23	Jun-26	Sep-26
Cemetery & Mem. Rules & Regs	L&P						Sep-21	Jun-27	
Planning Consultation Policy	L&P						Jan-23	Jun-27	
Mobile Phone Policy	L&P	B					Jun-22	Jun-28	
Asset Management and Disposal Policy	L&P						Mar-23	Mar-29	
No Smoking & E Cig Policy	L&P	B					Mar-23	Mar-29	

Allotment Tenancy Agreement



SITE: PLOT:

This Agreement to be read with and deemed to include the Town Council
"Your Allotment Responsibilities"

AGREEMENT made dated 2026
between **Selby Town Council** (Hereinafter called the Council) and

(Tenant's name) (Hereinafter called the Tenant)

Of **Post Code**

Tel/Mobile **Email**

1. The Council agrees to let, and the Tenant agrees to take, **ALL THAT** Allotment Garden of Plot number on the Allotment Site belonging to Selby Town Council (hereinafter referred to as "the Plot"). The legal status for this allotment site subject of this Agreement is Statutory / Temporary provision (delete as appropriate). The Agreement will run from 2026 until 31st December 2026. Your rent (calculated on the square meterage of the Plot) to the end of this period is £....., now due. Subject to compliance with the terms of the Agreement, tenancies are renewed annually on 1st January when the full annual rent is payable, in advance. Tenancies are NOT transferable.

Having reviewed the legislation, we legally have to determine in the agreement whether the land is permanent statutory provision under law (which I suspect Stonebridge is) or temporary allotment land, where the land's primary allocation is a function not designated as allotment land (Cemetery at Westbourne). This matters materially for purposes of 'no-fault' eviction specifically covered in section 4. We can use one agreement for both provisions if we specify the status of the land, but we must have two agreements with different possession rights if we do not specify the land status. I will require guidance on what status each of our plots holds (including the Pagnall plots) going forward.

2. The Tenant hereby agrees with the Council:

A. To:

- i. Pay the said rent at the times and in the manner aforesaid
- ii. Use the Plot as an allotment garden only as defined in the Allotment Act 1908 to 1950 and for no other purpose
- iii. Keep the Plot clean and in a good state of cultivation and fertility.
Where, on inspection, a Plot is seen to be insufficiently cultivated, having excessive weeds, a build-up of rubbish, or an unapproved structure, the Tenant will be sent a letter requiring the situation to be remedied within two weeks. Following, at 2-4 weeks, a further inspection will be carried out and if the situation has not been remedied, the Tenancy will be terminated with immediate effect and a notice of termination issued.
- iv. Observe and follow Selby Town Council 'Your Allotment Responsibilities' rules, which may be amended from time to time and notified to the Tenant in accordance with clause 5 below
- v. Permit any officer or agent of the Council to enter and inspect the Plot at any time and supply a key or current access code to the Council for the purposes of gaining such

access.

- vi. Obtain written permission from the Council before erecting any structure, temporary or permanent – this includes fencing of any size.
- vii. Inform the Council if the Tenant ceases to live within Selby Town Council boundary
- viii. Within 14 days of the end of the tenancy created by this Agreement, give up the Plot in such condition as shall be in compliance with the terms contained in this Agreement including removal of the tenants' personal belongings, property, equipment, and structures. After this time the Council will remove and dispose of these items without further notice.

B. That they will not:

- i. Use the Plot for personal or commercial gain, nor use the Plot for growing crops for sale.
- ii. Provide, construct, or use any access way to the Plot other than the access way provided by the Council
- iii. Cut ~~or prune~~ any ~~timber or other~~ trees, other than timely pruning, nor plant any trees without written permission from the Council
- iv. Take sell or carry away any mineral gravel sand or clay
- v. Keep any livestock, bees, or fowl on the Plot without the prior written consent of the Council
- vi. Sub-let, assign, or part with possession of the Plot, or any part thereof
- vii. Cause or permit any nuisance or annoyance to the owners or occupiers of neighbouring or adjacent land or to the occupier of any other allotment ~~garden plot.~~
- viii. Deposit or permit to be deposited on any part of the allotment ~~gardens site~~ any matter or thing whatsoever other than such quantities of compost or manure as may reasonably be required for cultivation
- ix. Use barbed or razor wire on the Plot for any purpose
- x. Remove, disturb, or deface any marker pegs, ~~posts or notices~~ fixed by the Council
- xi. Use, ~~or facilitate use by any third party,~~ the allotments ~~and site~~ for any illegal or anti-social activity, ~~proven or alleged~~ *(I think is important where police might be involved)*
- xii. Leave any entry gates unlocked upon entry or departure

- 3. This tenancy shall automatically cease upon the death of the Tenant. No monies received by the Council will be refunded for the tenancy year in which notification of the Tenant's death is received.

4. Termination of Tenancy

(I reviewed the legislation and our agreement was largely consistent with the law, but not tracking across land status. I reworked it for compliance and checked it through AI, keeping it as close as possible to the original wording. This is what we came up with.)

The tenancy may also be terminated in any of the following ways:

- A. By the Council giving the Tenant not less than twelve months' notice in writing expiring on or before 6th April or on or after 29th September in any year
- B. By the Tenant giving 1 calendar month's' notice, in writing, to the Council. ~~No monies received by the Council will be refunded for the tenancy year in which the notice is received.~~ *(I think this needs removing we have this clearly detailed in point 1.)*
- C. In the case of Temporary allotment land, by re-entry by the Council at any time after

giving three months' previous notice in writing to the Tenant:

- i. Where the land is required for building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes; or
- ii. Where the land is required by the Council for a purpose (not being the use of land for agriculture) for which it was acquired by the Council or has been appropriated under any statutory provision

D. By re-entry by the Council ~~at any time after giving one month's notice in writing to the Tenant:~~

- i. If the rent or any part of it is in arrear for not less than 40 days whether legally demanded or not
- ii. If the Tenant fails to observe and perform any of the terms and conditions of this Agreement (we had taken this out but the legislation makes specific provision so it should stay).
- iii. If the Tenant becomes bankrupt or makes any agreement or composition with the creditors

5. A. Any notice required to be given by the Council to the Tenant under this Agreement except notice substituting a new rent, shall be duly served upon the Tenant if signed on behalf of the Council by an officer in or Selby Town Council and sent by email, or post addressed to the Tenant at their last known place of abode or by fixing the same in some conspicuous manner on the Plot.

B. Any notice required to be given by the Tenant to the Council shall be duly served upon the Council if signed by the Tenant and sent by e-mail or post addressed to Selby Town Council, Town Hall, Selby, YO8 4AJ.

6. Insurance and Personal Liability

Tenants have responsibility for the security of any article taken onto the allotment site and are advised to seek their own personal liability and property insurance cover against theft, damage, and personal injury.

7. Complaints

The Council aims to provide a high-quality allotment service. If, however, you are unhappy with the service please follow the Town Council's complaints procedure which can be found on the website or by phoning the Town Council office.

Council's contact details

Any issues or problems relating to allotment gardens may be clarified by writing to the address below, or telephoning the Town Council office on:

Tel: 01757 708449

Email: admin@selbytowncouncil.co.uk

Website: www.selbytowncouncil.gov.uk

The Town Clerk, Selby Town Council, Town Hall, York Street, Selby, YO8 4AJ

By signing the agreement, you acknowledge that Selby Town Council will store and use personal

information provided by you, for the purpose of allocating vacant plots and managing allotment tenancies. You may ~~withdraw or change your consent, or~~ update your personal details, at any time by contacting the Town Hall office (if they withdraw consent to hold details, they in effect must give up their tenancy as we'd have no idea who was on the land. GDPR allows us to hold details for provision of a service, they cannot withdraw consent in this instance if they want to remain tenants). Selby Town Council take your data privacy seriously and will keep and process your personal information in accordance with the UK GDPR and Data Protection Act 2018.

SIGNED

.....
(The tenant)

Dated

.....
Duly authorised on behalf of the Council
KEYS RECEIVED: YES / NO

Office use only
Method of Payment
Amount Received
Date Payment Received



SELBY TOWN COUNCIL

An Allotment Plot: Your Responsibilities

General information

- Ensure your Plot number is always clearly displayed.
- You must ensure that neither you, your family nor other visitors to your Plot go onto anyone else's plot without the express permission of that plot holder. It is your responsibility to keep any children visiting your Plot safe
- You must not share gate codes with any third party or allow any access gates to remain open when entering or leaving the site, for any length of time.
- Do not dispose of rubbish, weeds, or soil on or around the site, or allow waste to accumulate.
- You must not take anything off another plot, whether occupied, abandoned or untenanted, without the permission of the plot holder or Selby Town Council.
- You are not allowed to cause a nuisance to other plot holders or neighbouring householders. This includes bad or offensive language, loud music, offensive or threatening behaviour or discriminatory language.
- Do not bring rubbish or excess items onto the site.
- Dogs must be kept on a lead. You must not let your dog stray onto, or foul, plots or paths.
- Please maximise opportunities for composting green waste. Non-compostable waste should be taken home and placed in your usual waste bin or taken to the household-recycling Centre.

Your Plot

- You must plant only vegetables, herbs, soft fruit and/or flowers (edible or ornamental).
- You must comply with a minimum 25% cultivation within the first 3 months of a new tenancy and 75% cultivation within the first 12 months and at all times thereafter.
- You must compost whenever possible. (This a repeat of the last point in previous section? And a little in conflict - one says 'please' do and the other says 'must do')
- You must keep the Plot free of established weeds.
- You must maintain areas around soft fruit bushes. Any miniature fruit trees must be planted in pots above ground (with prior written approval from the Council).
- Existing ponds must be temporary and only used for drainage purposes. **NO new ponds** are allowed unless authorised in writing by the Council.
- Legally available weed killer may be used carefully when there is no wind. Take care it does not contaminate any neighbouring plots.
- Between 1 November until 28 February each year, occasional fires shall be permitted for dry and/or diseased plant material only. Use of an incinerator or 'burning barrel' will be required for all burning. For the avoidance of doubt, the burning of damp plant material, plastic, roofing felt, engine oil or items of household furniture or waste is prohibited at all times. In the event that any burning causes excessive smoke, you must extinguish it immediately.
- For the purpose of weed management and suppression, you may only use commercially available Woven black plastic fabrics, Non-woven polypropylene fleece, Eco-friendly options made from paper, wool, or jute or recycled cardboard or compost sacks. No other materials are permitted
- You must not use gravel, concrete or cement on your Plot.
- Soil must not be taken away from your Plot.
- No plastic bags should be used for bird scaring.
- No sprinklers or unattended hose pipes to be used.
- Parking is not permitted on any plots, including those which are vacant, nor on the pathways that afford access to allotment plots

Structures inc greenhouses, sheds, or polytunnels/miniature fruit trees/animals

- Any structure on your Plot (whether permanent or temporary in nature) must be kept in a useable and safe condition.
- You must not erect structures, plant trees or put animals on your Plot without written permission from the Council.

Pathways and borders

- You are responsible for maintaining pathways around your Plot, or where there is a shared path between two neighbouring plots, the half width from your allotment edge to the centre of such a path. These paths must be kept well-trimmed and maintained on a regular basis and no obstacles should be left on these pathways.
- Paths should be kept to a width of at least 18"/46cms.
- You must maintain the inside of any hedge bordering your Plot.
- Existing boundary hedges and trees must be cultivated as part of the Plot and not destroyed, damaged, removed or replaced.
- Do not kill grass paths, they should be cut or mown.
- You must not, by any means, block access to paths or tracks nor allow any animal or pet to remain on shared paths, even where tethered.
- Vehicle access is not permitted at any time unless with the express prior authorisation of a Town Council Employee, and then, only for the specific purpose of transporting heavy materials such as compost or manure or moving heavy equipment. Once loaded or unloaded, vehicles must not remain on site.

Plot Tenancy Charges

Rent for each plot is determined by its square meterage and is reviewed annually. No rebate is given if the tenancy ends part way through a year.

New plot holders are charged for part of the tenancy year on a pro rata basis.

End of tenancy/cancellations

- If you no longer want to continue your Plot tenancy, you must provide one month's written notice.
- You must clear the Plot and ensure it is clean and tidy, including removing all items from any shed or store left on your Plot. Plots returned in poor condition may be subject to clearance charges. (I added this here because we mentioned it in the meeting but didn't get as far as detailing the exact wording or where it might go.)
- You must return any allotment gate keys to Selby Town Council. Allotment gate keys are supplied on receipt of a £5 refundable cash deposit, refunded only when keys are returned in serviceable condition. Keys not returned at the end of a tenancy, or not returned in serviceable condition, will be charged at £10 each.

Allotment Growing Information

If you are new to growing vegetables/fruit/flowers etc. you may want advice and support. There is a wealth of experience to be had from fellow allotment holders who will be happy to advise you. Most will be keen to see you are doing well, since an overgrown Plot is *not* a popular one! Please contact the Town Council if you need any further information and we will advise of suitable publications and websites.

For matters such as stolen items or vandalism, please contact North Yorkshire Police on 101 or Selby Town Council 01757 708449.

Selby Town Council wish you every enjoyment going forward with your allotment Plot (I've put this

here as requested but, on reading through, it feels rather incongruous with the nature of the document. Not sure it should be part of the agreement or the 'your responsibilities' document.

To: Land & Property Committee
 From: Facilities Manager
 Date: 7 September 2026
 Title: Allotment Report

LP29.1

 PLOT AVAILABILITY UPDATED – 26/08/26

PIMBLE		Wait list = 4
Vacant Plot Nos	Annual Rent	Status of Plot
Plot 14a	£60.00	Taken back end 'Aug 26
Plot 33b -garage	£77.70	Needs clearing - Contractor
Plot 35a	£64.80	Needs clearing - Contractor

KEY

Ready to rent
Ready but delayed
Free but not ready
Not for Rent

WESTBOURNE		Wait list = 1
Vacant Plot Nos	Annual Rent	Status of Plot
22a	£31.50	Taken back end 'Aug 26
22b	£31.50	Taken back end 'Aug 26
28	£39.00	Chemicals - left to wild flower
31a	£15.00	Floods - left to wild flower
31b	£15.00	Floods - left to wild flower

STONEBRIDGE		Wait list = 9
Vacant Plot Nos	Annual Rent	Status of Plot
Plot 30a	£152.52	Needs clearing - Contractor
Plot 30b	£152.52	Needs clearing - Contractor
Plot 31a	£152.52	Floods
Plot 31b	£152.52	Floods

There is a cross over of wait list and plots coming available after the last round of inspections. Those on the wait list are being offered the plots, there's just a time lag between visits, agreements, invoices etc.

1811 Fire Risk Assessment (Report at May 2026)

ITEM	Requirement	Priority	By Who	Due Date	Responsible Person	Progress (14/10/2024 unless otherwise stated)	Notes	Topic	One off / regular	Due Date
57	Electrical Inspection Condition Report (EICR)	1-3 Months	Contractor		Facilities Manager	Works Completed By Keith France Electrical 13/12/24	Completed. No further action required	Electric	Every 5 Years	Dec-29
58	Electrical Fuse/ Circuit board requires encasing with fire resisting doors	3-6 months	Contractor		Facilities Manager	Fire Compartment survey completed by 'Rhodar 13th April 2026 - Waiting quote from Survey	Quote to be considered at Sept L & P meeting	Electric	One off	
80	The Means of giving fire alarm warning to functioning	3-6 months	Contractor		Facilities Manager	System working ok - Tested weekly in house + Serviced & Tested by 'Network 24' every 6mths	Completed. Scheduled tests in place.	Electric	Every 6 mths	Oct-26
85	Magnetic Door Locks to be checked and automatically realised on weekly fire alarm test and logged	3-6 months	In House		Facilities Manager	Make sure implemented into caretakers weekly fire alarm tests and logged	Completed. Scheduled tests in place.	Drills / Checks	Weekly	
24	Emergency/ Fire Doors require regular inspection	3-6 months	In House		Facilities Manager	6mthly Door inspection by Caretakers	Completed. Scheduled tests in place.	Drills / Checks	Every 6 mths	Oct-26
29	Air conditioning units require servicing	3-6 months	Contractor		Facilities Manager	Completed Feb 2026 - Cool Breeze Ltd	Completed Feb 2026 - Cool Breeze Ltd	Electric	Every 12 mths	Feb-27
43	Fire Evacuation drills are required to be conducted	3-6 months	In House		Facilities Manager	Plan Fire evacuation Drill	Arranged for 12th June @ 9am	Drills / Checks	Every 6 mths	
47	Regular Fire Safety Checks not been carried out	3-6 months	In House		Facilities Manager	Caretakers to do monthly with fire alarm drill	Completed. Scheduled tests in place.	Drills / Checks	Mthly	
49	Fire safety training not been given on a regular basis	3-6 months	Contractor		Clerk	Arranging Fire warden training (which will include fire extinguisher training) with 'Smart Horizons' onsite for all staff	Completed - 21.10.2025 renewal 21.10.2027	Training	Every 24 mths	Oct-27
50	Training on use of fire extinguishers	3-6 months	Contractor		Clerk	Arranging Fire warden training (which will include fire extinguisher training) with 'Smart Horizons' onsite for all staff	Completed - 21.10.2025 renewal 21.10.2027	Training	Every 24 mths	Oct-27
51	There are insufficient competent (Fire Wardens) persons to oversee safe evacuations	3-6 months	Contractor		Clerk	Arranging Fire warden training (which will include fire extinguisher training) with 'Smart Horizons' onsite for all staff	Completed - 21.10.2025 renewal 21.10.2027	Training	Every 12 mths	Oct-27
59	Portable appliance testing	3-6 months	In House		Facilities Manager	Tester Purchased - Paul Ross passed online training and has completed Pat testing	Completed. No further action required	Electric	Every 12 mths	Feb-27
69	Curtains & Drapes were not in compliance with the flammability req	3-6 months			Facilities Manager	Survey done and quote recieved from 'Abbey Blinds' for compliant blinds	Quote approved - awaiting works to be completed.	Building	On Going	
82	Weekly Fire Alarm test required	3-6 months			Facilities Manager	Caretakers Scheduled to do and log weekly fire alarm test and logged	Completed. Scheduled tests in place.	Drills / Checks	Weekly	
107	Emergency Lights Require service and or Monthly test	3-6 months			Facilities Manager	Keith France Carried service Dec 24 - Schedule Caretakers to do Monthly one hour drop test	Schedual 'JT Electrical ' to do Service Dec 2026	Drills / Checks	Every 12 mths + Monthly Check	Dec-26

Fire Risk Assessment Report (15th August 2024) Town Hall

ITEM	Requirement	Priority	By Who	Due Date	Person Responsible	Progress (14/10/2024 unless otherwise stated)	Notes	Topic	One off / regular	Date due
58	Electrical Test Certificate has either expired or was not available to verify that the system has a satisfactory rating	1 - 3 Months	Contractor	01/10/2024	Facilities Manager	EICR - Completed by Keith France 29/08/24 and all reported works to be scheduled	Completed.	Electrics	Every 5 Yrs	Aug-29
59	The Electrical Installation/meter/consumer unit requires encasing in suitable fire resisting materials or existing casing requires attention	1 - 3 Months	Contractor	01/10/2024	Facilities Manager	EICR - Completed by Keith France 29/08/24 and no fail recorded on this equipment	Completed. No further action required	Electrics	Every 5 Yrs	Aug-29
81	The means for giving warnings is not functioning or requires to be installed	1 - 3 Months	Contractor	01/10/2024	Facilities Manager	System working ok - Weekly Fire Alarm test in house + Fire alarm service by Net Work 24 Sept + March each year	Completed. Scheduled tests in place	Electrics	Every 6mths	Sep-26
114	Hinges on the fire doors require attention	1 - 3 Months	Contractor	01/10/2024	Facilities Manager	Firedoor Survey Completed 13th April by 'Rhodar'	Quote to be considered at Sept L & P meeting.	Building Structure	One-off	
25	Emergency/fire exit doors require regular visual inspections	3 -6 Months	In House	15/02/2025	Facilities Manager	Implemented 6 mthly Door inspections by caretakers and logged	Completed. Scheduled tests in place	Drills / Checks	Every 6mths	
38	Surface mounted cabling in escape routes, didn't appear to be secured properly	3 -6 Months	Contractor	15/02/2025	Facilities Manager	EICR - Completed by Keith France 29/08/24 and no fail recorded on this equipment	Completed. No further action required	Electrics	Every 5 Yrs	Aug-29
44	Fire Evacuation drills are required to be conducted	3 -6 Months	In House	15/02/2025	Facilities Manager	Plan Fire evacuation Drill	Next Drill - Town Hall 27.05.26	Drills / Checks	Every 6mths	May-26
48	Regular Fire Safety Checks not been carried out	3 -6 Months	In House	15/02/2025	Facilities Manager	Caretakers to do monthly with fire alarm drill	Completed. Scheduled tests in place	Drills / Checks	Mthly	
50	Fire safety training not been given on a regular basis	3 -6 Months	Contractor	15/02/2025	Clerk	Arranging Fire warden training (which will include fire extinguisher training) with 'Smart Horizons' onsite for all staff	Completed - 21.10.2025 renewal 21.10.2027	Training	Every 24mths	Oct-27
52	There were insufficient competent persons to over see safe evacuation	3 -6 Months	Contractor	15/02/2025	Clerk	Arranging Fire warden training (which will include fire extinguisher training) with 'Smart Horizons' onsite for all staff	Completed - 21.10.2025 renewal 21.10.2027	Training	Every 12mths	Oct-27
60	Portable appliance testing	3 -6 Months	In House	15/02/2025	Facilities Manager	Tester Purchased - Paul Ross passed online training and has completed Pat testing - Pat Testing completed Feb 2026	Completed. No further action required	Electrics	Every 12mths	
62	Electrical cable management was found to be in need of attention	3 -6 Months	In House	15/02/2025	Facilities Manager	EICR - Completed by Keith France 29/08/24 and no fail recorded on this equipment	Completed. No further action required	Electrics	Every 5 Yrs	
79	Fire Extinguishers/fire blanket requires monthly inspection	3 -6 Months	In House	15/02/2025	Facilities Manager	Caretakers to do monthly Inspection & Log in Fire Safety Document File	Completed. Scheduled tests in place	Drills / Checks	Mthly	
83	The Fire detection warning system requires reviewing as it may not be adequate	3 -6 Months	In House + Contractor	15/02/2025	Facilities Manager	Fire detection system upgraded May 2026 as required by 'Fire Line Survey' completed by 'N2 Enterprises 19.12.2025	Upgraded Works Completed By 'Network 24' 11.05.26	Electrics	Mthly + 6 Mthly	May-27
108	Emergency Lights Require service and or Monthly test	3 -6 Months	In House + Contractor	15/02/2025	Facilities Manager	Fire detection system upgraded May 2026 as required by 'Fire Line Survey' completed by 'N2 Enterprises 19.12.2025	Upgraded works schduled in With 'JT Electrical 18.05.2026	Electrics	Mthly + 12mths	May-26

STC Cemetery Storage Unit

Item	Estimated (ex VAT)	Actual Cost (ex VAT)	Projected Costs	Notes
Architectural Services: Planning Stages 1, 2 and 3a	£2,875.00	£2,746.00	£2,746.00	Done
Architectural Services: Planning Stage 3b	£1,626.00	£1,626.00	£1,626.00	Done
Planning Fee - NYC	£578.00	£867.00	£867.00	Done
Biodiversity Net Gain Calculation	£860.00	£490.00	£490.00	Done
Removal of Existing Garages	£500.00	£500.00	£500.00	Done
Heras Panels (Security)	£50.00	£50.00	£50.00	Done
Storage Facility	£30,000.00		£83,688.80	Ebor quote: see notes below. Increase in rise in steel price (£4,504.80).
Concrete Base	£7,200.00		£0.00	Included in above Ebor quote
Building Control	£1,500.00		£1,500.00	Building control fees
Additional: Power	£5,000.00		£0.00	Included in above Ebor quote. (The £5K was budgeted for power, alarm and racking)
Additional: Alarm	£0.00		£1,065.00	Network 24: confirmed Sept quote still valid
Additional: Racking			£675.00	STC to supply
OH & P for supervising sub-contracted work	£0.00		£0.00	Included in Ebor quote
Structural Engineer (to assist with building control)	£1,200.00	£1,200.00	£1,200.00	Soil investigation done; design not required
Plumbing	£0.00		£0.00	None allowed for
Fencing / bollards (to prevent theft)	£0.00		£0.00	Bollards suggest at £185 each
Professional Fees	£0.00		£0.00	Ebor: all envisaged fees included
Principal Contractor Role	£0.00		£0.00	Ebor: Included in proposal
Principal Designer Role	£0.00		£0.00	Included in Ebor quote.
	zzz	zzz	zzz	zzz
Total	£51,389.00	£7,479.00	£94,407.80	

Planned / Scheduled Works

ITEM No.	Item / Works	Location	Priority	By Who	Due Date	Person Responsible	Progress	Notes	Funding	One Off / Regular	Estimated Cost	Scheduled
1	All cemetery path edging	Cemetery	High	In-house / Community Pay Back / volunteers	On-going	Facilities Manager	On-going	Regular duties of the Community Pay Back team	N/A	Regular	£ -	
2	Hedge cutting all sites	All sites	Medium	In-house	On-going	Facilities Manager	On-going	On hold - Bird Nesting Season		Regular	£ -	Sep-26
3	Topping up sunken graves	Cemetery	High	In-house	On-going	Facilities Manager	On-going	Continue to monitor weekly		Regular	£ -	
4	Re-paint telephone box	The Crescent	Low	Contractor	Aug-27	Facilities Manager	Not Started	Completed in Aug 25	Operational Budget	Every 2 years	£ 650.00	
5	Install new storage building	Cemetery	High	Contractor	Aug-26	Facilities Manager	Started	Garages removed. Ebor appointed as a "turn key" contractors. Start date awaited.	Asset Rep. EMR	One off	£ 95,000.00	Oct-26
6	Cemetery bulb planting	Cemetery	High	In-house / volunteers	Summer 26	Stacey / volunteers	On-going	Volunteer day to be arranged	Operational Budget	3 per year	£ 500.00	
7	Peace Garden	Cemetery	Medium	In-house / volunteers	On-going	Facilities Manager / Deputy Clerk	Not Started	Plan to be produced to include paths, seating, columbaria, ashes plots and landscaping. To include estimates where available	Cemetery Longterm Dev. EMR / CIL / BAM(?)	One-off		
8	Painting Railings at 1811	1811	Medium	Contractor	Autumn 26	Facilities Manager	Not Started	Cost to be brought to L & P in September + waiting for quotation	Operational Budget	Every 5 years		
9	Westbourne Allotment - Green Waste Site	Allotments	High	In house	On-going	Facilities Manager	On-going	Onsite meeting with Clerk + Council to provide plan of layout of waste site + composting plan going forward - Had meeting; agreed size of each section to be orange fenced off monitor to see how quickly each section takes to fill, then look at clearing with 'Grab wagon' to take away	In-house	Regular	£ -	
10	Cemetery - Long-Term Development Plan	Cemetery	Low	In-house / contractors	Summer 27	Facilities Manager	Started	Quotation received for Groundwater Risk Assessment - T1 Assessment completed (£3247.50) . T2 to be considered at Sept L & P. (£2080.00) total = £5,327.50	Cemetery Longterm Dev. EMR / CIL	One-off	£ 5,327.50	
11	Town Hall Garden	Town Hall	High	In-house	Autumn 26	Facilities Manager / Admin Officer	Started	To provide a comprehensive maintenance plan detailing name, photo and maintenance schedule of all plants. Admin Officer working on this plan.	In-house	One-off	£ -	
12	Legionella Risk Assessment - Town Hall	Town Hall	High	Contractor	Summer 26	Facilities Manager	Started	No Additional Works req	Operational Budget	One-off		
13	Legionella Risk Assessment - 1811	1811	High	Contractor	Summer 26	Facilities Manager	Started	Quote received for additional works identified from survey - booked in for 22nd + 24th Sept	Operational Budget	One-off	£ 1,440.00	
14	Replacement 14m fence at rear of Pymbles plot 20a/b	Allotments	High	Contractor	Autumn 26	Facilities Manager	Not Started	Fit new post and rail fence (6ft) to rear of plot 20a and 20b Received 2 quotes - unable to get three quotes - (1) £1620 +Vat (2) £2200.00	Allotment EMR	One-off	£ 1,620.00	
15	Replacement 8m fence at Plot 1 Pymble along the boundary with Flaxley Road	Allotments	High	Contractor	Autumn 26	Facilities Manager	Not Started	Cut back and dispose of ivy growth, replace rotten post and panel fence (approx. 8m) like for like. 2 quotes received, unable to get a 3rd (1) £930 and (2) £1,130	Allotment EMR	One-off	£ 930.00	

16	Replacement main gate from single to double set at Pymble front entrance	Allotments	Low	Contractor	Autumn 26	Facilities Manager	Not Started	Quote for replacement gate £2,110 - this is to replace gate + gate wheel. Alternatively lay concrete pad and install new jockey wheel to allow existing gate to run on smooth surface. Nothing wrong with existing gate its the wheel running on uneven soil floor that makes opening slightly difficult £670.	Allotment EMR	One-off	£ 2,110.00	
17	Clearance works at Stonebridge plot 30 A & B	Allotments	High	In-house	Summer 26	Facilities Manager	Started	Work started FOC by Groundworks (STC provided skips @ £800). Two additional skips required for rubble, ground clearance and removal of general waste. Works completed by 'Groundwork not finished to how we expected, but now in a position that we could make it fit for purpose with 2 days work	Allotment EMR	One-off	£ 800.00	
18	Clearance works at Pymbles plot 33b - 35a	Allotments	High	Contractor	Spring 2027	Facilities Manager	Not started	Requires grabwagon, 3 skips and labour estimate received 2024 quote + 10% - To arrange another site meeting with contractor to confirm date	Allotment EMR	One-off	£ 5,000.00	
19	Waste mound at Stonebridge opposite plots 37-39	Allotments	Low	Contractor	Spring 2027	Facilities Manager	Not started	Requires a digger and disposal. (Costings uncertain as scale of problem not yet established and potential access issues exist) TBA	Allotment EMR	One-off	Unknown	
20	Dyke clearance at Stonebridge	Allotments	High	Contractor	Autumn 26	Facilities Manager	Not Started	Must be completed in Autumn 26 - no quotes obtained, however, based on previous cost history, estimated - Had Site Meeting 17.08.26 with IDB - Est Quote £1800 - £2000, not been done for 3 years think an idea to be done annually so would be approx.£500, works to be scheduled end Sept / early October 2026	Operational Budget	Every year	£ 2,000.00	
21	North Chapel	Cemetery	Low	Contractor	TBC	Clerk/Facilities Manager	On-hold	To be converted into a multi use room	Public Works Loan	One-off	Circa £350,000	
22	South Chapel	Cemetery	High	Contractor	TBC	Clerk/Facilities Manager	Not Started	To restore and improve facilities for the Resource Team	Public Works Loan	One-off	Circa £225,000	
23	Hebridean Isles	Bondgate Woodland	Medium	Contractor	TBC	Facilities Manager / Deputy Clerk	Started	Install the section of ship as a memorial	CIL (Approved)	One-off	£ 11,348.00	
24	Cemetery Path Ext G & H	Cemetery	High	Contractor	Summer 26	Facilities Manager	Started	Install new paths and rafts in Ext G & H - Works started	Cemetery Longterm Dev. EMR	One-off	£ 30,450.00	Sep-26
25	Replacement Fire Doors and Fire Stopping Works 1811	1811	High	Contractor	TBC	Facilities Manager	Not Started	To replace x no. of Fire doors - Fire Stopping £5,227.66 Full Fire door replacement £ 29,293.31	1811 EMR	One-off	£ 34,521.00	
26	Replacement Fire Doors and Fire Stopping Works Town Hall	Town Hall	High	Contractor	TBC	Facilities Manager	Not Started	To replace x no. of Fire doors - Fire stopping £17,561.19 Full Fire door replacement £17,561.19	Asset Rep. EMR	One-off	£ 51,195.00	
27	Town Hall Improvements - Bar	Town Hall	Low	Contractor	TBC	Arts Officer / Clerk	Started	Architect provided a feasibility study - to be considered at THMC	To be considered	One-off		
28	Town Hall Improvements - Entrance porch, veranda and signage	Town Hall	Low	Contractor	TBC	Arts Officer / Clerk	Started	Architect provided a feasibility study - to be considered at THMC	To be considered	One-off		
29	Dyke works at Stonebridge	Allotments	Low	Contractor	TBC	Facilities Manager	On-hold	Complete further drainage works	Allotment EMR	One-off	Unknown	
30	Flaxley Road - Play Area	Play Area	Low	Contractor	TBC	Facilities Manager	Not Started	Installation of new Multi Play Tower	SDC Legacy Fund	One-off	Unknown	
31	Porthome Road Field - Fence	Portholme Road	High	Contractor	Jun-26	Facilities Manager	Not Started	Installation of Fence	S106	One-off	£ 13,930.00	Jun-26
32	Streetlights	All sites	Medium	NYC	TBC	Clerk / Facilities Manager	Not Started	Conversion to LED - Quote awaited for survey	CIL / EMR's	One	Unknown	

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
AC001	Crown XLS 2500 Drivecore Power Amp x 2	Arts Centre	600.00	600.00	600.00
AC002	Electro-voice TX1181 Subwoofer x 2	Arts Centre	1,000.00	1,000.00	1,000.00
AC003	Electro-voice TX1152 speakers x 2	Arts Centre	1,000.00	1,000.00	1,000.00
AC004	Studiospares 212B 12" speakers x 2	Arts Centre	500.00	500.00	500.00
AC005	JBL MRX512M 12" monitors x 4	Arts Centre	1,600.00	1,600.00	1,600.00
AC006	16/4 Stage Multicore	Arts Centre	0.00	0.00	0.00
AC007	Epson Small Projector	Town Hall	800.00	800.00	800.00
AC008	Lighting Extension Cables	Arts Centre	0.00	0.00	0.00
AC009	Zero 88 Alcora Jester Lighting Deck	Arts Centre	0.00	0.00	0.00
AC010	AC Charger	Arts Centre	0.00	0.00	0.00
AC011	Jewsons Charger	Arts Centre	0.00	0.00	0.00
AC012	Hazer FX1000	Arts Centre	0.00	0.00	0.00
AC013	Belina VDU	Arts Centre	0.00	0.00	0.00
AC014	Desk Lamp	Arts Centre	0.00	0.00	0.00
AC015	Behringer PSU	Arts Centre	0.00	0.00	0.00
AC016	Behringer Ultragain Pro	Arts Centre	0.00	0.00	0.00
AC017	Behringer Graphic Equaliser	Arts Centre	0.00	0.00	0.00
AC018	Behringer Powerplay Pro	Arts Centre	0.00	0.00	0.00
AC019	CD Players x 3	Arts Centre	0.00	0.00	0.00
AC020	Kramer Audio Delay	Arts Centre	0.00	0.00	0.00
AC021	Satallite Dish	Arts Centre	0.00	0.00	0.00
AC022	Mini Disk Player	Arts Centre	0.00	0.00	0.00
AC023	Alpha Pack Light and Dimmer	Arts Centre	0.00	0.00	0.00
AC024	Toilet Alarm System - Disabled Toilets	Arts Centre	990.00	990.00	990.00
AC025	Sony Cinema Projector & Lens x 2	Arts Centre	11,247.00	11,247.00	11,247.00
AC026	Icecrypt Satellite Receiver	Arts Centre	0.00	0.00	0.00
AC027	Stage	Arts Centre	28,849.00	28,849.00	28,849.00
AC028	Tiered Seating	Arts Centre	0.00	0.00	0.00
AC029	Auditorium Chairs	Arts Centre	13,483.00	13,483.00	13,483.00
AC030	MTX Lighting Rack	Arts Centre	1,500.00	1,500.00	1,500.00
AC031	Peavey 15" Speaker Cabinet	Arts Centre	1,200.00	1,200.00	1,200.00
AC032	TC Electronic M One XL reverb/multi effects unit	Arts Centre	0.00	0.00	0.00
AC034	Box Office System & Laptop	Town Hall	2,100.00	2,100.00	2,100.00
AC035	Crown Xt1 4002 Power Amp	Arts Centre	737.00	737.00	737.00
AC036	Crown Xt1 2002 Power Amp	Arts Centre	500.00	500.00	500.00
AC037	DBX 234xs 2/3/4 way crossover	Arts Centre	0.00	0.00	0.00
AC038	Yamaha P3500 amplifier	Arts Centre	0.00	0.00	0.00
AC039	Spectral M1500 Q4 Tour LED PAR x 10	Arts Centre	1,400.00	1,400.00	1,400.00
AC040	ETC Source 4 Junior zoom profiles 575W x 4	Arts Centre	1,100.00	1,100.00	1,100.00
AC041	CCT 21-36 zoom profiles 500W x 10	Arts Centre	2,000.00	2,000.00	2,000.00
AC042	ADB 18-65 fresnels 500W x 12	Arts Centre	1,000.00	1,000.00	1,000.00
AC043	Thomas PAR 64 cans CP62 1000W x 10	Arts Centre	700.00	700.00	700.00
AC044	Electric Heaters to the Town Hall	Arts Centre	2,807.50	2,807.50	2,807.50
AC045	Shure SM58 microphones x 6	Arts Centre	0.00	0.00	0.00
AC046	Shure SM557 microphones x 6	Arts Centre	0.00	0.00	0.00
AC047	Sennheiser e604 Evolution Dynamic Drum Microphones x 3	Arts Centre	0.00	0.00	0.00
AC048	AKG D112 Dynamic Kick Drum Microphone	Arts Centre	0.00	0.00	0.00
AC049	Behringer C2 capacitor microphones x 2	Arts Centre	0.00	0.00	0.00
AC050	Audio-Technica PZM microphones x 2	Arts Centre	0.00	0.00	0.00
AC051	Behringer D120 active DI boxes x 3	Arts Centre	0.00	0.00	0.00

ASSETS BY CODE

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
AC052	Sennheiser SKM-300-845 G3 hand held wireless radio microphones x 2	Arts Centre	1,693.98	1,693.98	1,693.98
AC053	Sennheiser EW322 G3 lapel wireless radio microphones x 2	Arts Centre	0.00	0.00	0.00
AC054	Sennheiser wireless radio microphone receiver	Arts Centre	0.00	0.00	0.00
AC055	XLR cables, various lengths x 40	Arts Centre	500.00	500.00	500.00
AC056	Allen & Heath SQ7 Digital Mixing Desk	Arts Centre	5,227.00	5,227.00	5,227.00
AC057	Digital Display Screen	Arts Centre	925.00	925.00	95.00
AC058	Digital Stage Box	Arts Centre	1,199.00	1,199.00	1,199.00
BLD01	Town Hall	Town	80,000.00	80,000.00	1,435,514.00
BLD02	Brick Build Shed	Town Hall	5,000.00	5,000.00	15,000.00
BLD03	Solar Panels	Town Hall	8,539.00	8,539.00	8,539.00
BLD04	1811 Building	Town	165,000.00	165,000.00	256,151.00
BLD05	Cemetery Lodge	Cemetery	1.00	1.00	306,452.00
BLD06	Replacement kitchen	Cemetery Lodge	2,500.00	2,500.00	2,500.00
BLD07	Replacement Bathroom	Cemetery Lodge	2,500.00	2,500.00	2,500.00
BLD08	Replacement Doors & Windows	Cemetery Lodge	4,000.00	4,000.00	4,000.00
BLD09	Combi Boiler	Cemetery Lodge	2,500.00	2,500.00	3,000.00
BLD10	Home Electrical Wiring	Cemetery Lodge	5,000.00	5,000.00	0.00
BLD11	Internal Doors	Cemetery Lodge	2,000.00	2,000.00	0.00
BLD12	Floor Coverings	Cemetery Lodge	3,500.00	3,500.00	0.00
BLD13	Railings	Cemetery Lodge	2,750.00	2,750.00	2,750.00
BLD14	North Chapel	Cemetery	1.00	1.00	140,450.00
BLD15	South Chapel	Cemetery	1.00	1.00	140,450.00
BLD16	Toilets	Cemetery	1.00	1.00	20,000.00
BLD19	Walls, fencing gates	Cemetery	1.00	1.00	123,557.55
BLD20	Longmann Hills Farmhouse	Cemetery	1.00	1.00	339,371.38
BLD21	Air Source Heat Pump	Longmann Hill's Farmhouse	14,998.00	14,998.00	15,000.00
BLD26	Fire Detection System	Town Hall	3,547.00	3,547.00	3,547.00
BLD27	Upgrades to Fire Detection System	Town Hall	5,000.00	5,000.00	5,000.00
C001	Dell Laptop	Town Hall	990.00	990.00	990.00
C002	Dell Laptop	Town Hall	990.00	990.00	990.00
C003	Dell Laptop	Town Hall	990.00	990.00	990.00
C004	Dell Laptop	Town Hall	990.00	990.00	990.00
C005	Dell Laptop	Town Hall	990.00	990.00	990.00
C006	Dell Laptop	Town Hall	990.00	990.00	990.00
C007	Dell Laptop	Town Hall	990.00	990.00	990.00
C008	Dell Laptop	Town Hall	990.00	990.00	990.00
C009	Dell Laptop	Town Hall	990.00	990.00	990.00
C010	Dell Laptop	Town Hall	990.00	990.00	990.00
C011	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C012	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C013	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C014	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C015	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C016	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C017	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C018	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C019	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C020	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C021	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C022	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C023	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C024	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C025	Lenovo V15-IIL Notebooks	Town Hall	349.00	349.00	349.00
C026	Server	Town Hall	2,950.78	2,950.78	2,950.00
C027	Router	Town Hall	200.00	200.00	200.00

ASSETS BY CODE

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
C028	Router	1811 Building	200.00	200.00	200.00
C029	Telephony Switch	Town Hall	300.00	300.00	300.00
C030	Telephony Switch	1811 Building	300.00	300.00	300.00
C031	Samsung Tablet	1811 Building	349.00	349.00	349.00
C032	Samsung Tablet	Cemetery	349.00	349.00	349.00
C033	Samsung Tablet	Town Hall	259.00	349.00	259.00
C034	Dell Laptop	Town Hall	831.50	831.50	831.50
C035	Dell Laptop	Town Hall	831.50	831.50	831.50
C036	Dell Laptop	Town Hall	831.50	831.50	831.50
C037	Dell Laptop	Town Hall	831.50	831.50	831.50
C038	Dell Laptop	Town Hall	831.50	831.50	831.50
C039	Dell Laptop	Town Hall	831.50	831.50	831.50
C040	Dell Laptop	Town Hall	831.50	831.50	831.50
CEM001	Shoring / Shuttering Boards	Cemetery	1,680.00	1,680.00	1,680.00
CEM002	Grave Shuttering Rams x 2	Cemetery	0.00	0.00	0.00
CEM003	Shoring / Shuttering Boards	Cemetery	3,430.00	3,430.00	3,430.00
CEM004	Grave lids x 4	Cemetery	0.00	0.00	0.00
CER01	Chairs of Office x 2	Town Hall	1.00	1.00	30,000.00
ENV001	Gate	Stonebridge	1,250.00	1,250.00	1,250.00
ENV002	Gate	Stonebridge	1,058.00	1,058.00	1,058.00
ENV003	Gate x 2	Cemetery	690.00	690.00	690.00
ENV004	Wildpod	Cemetery	250.00	250.00	250.00
EQP001	Laser Jet Printer	Cemetery	390.00	390.00	390.00
GME003	Honda Cobra GXV160 21" Mower	Cemetery	895.00	895.00	895.00
GME004	Honda 18" Izy Mower	Cemetery	550.00	550.00	550.00
GME005	Weibang WB455SC 21" Mower	Cemetery	478.00	478.00	478.00
GME006	Honda 22" HRS 536C 466 Mower	Cemetery	500.00	500.00	500.00
GME007	Leafblower	Cemetery	600.00	600.00	600.00
GME008	Weibang Mower x 2	Cemetery	798.00	798.00	798.00
GME009	Rat Barrow & Trailer	Cemetery	4,357.00	4,357.00	4,357.00
LAND01	Cemetery	Cemetery	1.00	1.00	0.00
LAND02	Allotments	Westbourne Road	1.00	1.00	0.00
LAND03	Allotments	Pagnall Avenue	1.00	1.00	0.00
LAND04	Allotments	Stonebridge	1.00	1.00	0.00
LAND05	Allotments	Pymble	1.00	1.00	0.00
LAND06	Awarded Land	Flaxley Road	1.00	1.00	0.00
LTI01	CCLA Property Fund	CCLA Property Fund	100,000.00	100,000.00	0.00
MA001	Gazebo	Cemetery	596.61	596.61	500.00
MA002	Gazebo	Cemetery	596.61	596.61	500.00
MA003	Gazebo	Cemetery	650.00	650.00	500.00
MA004	Gazebo	Cemetery	650.00	650.00	500.00
MA005	Gazebo	Cemetery	1.00	1.00	500.00
MA006	Gazebo	Cemetery	1.00	1.00	500.00
MA007	Gazebo	Cemetery	1.00	1.00	1.00
MA008	Gazebo	Cemetery	1.00	1.00	1.00
MA009	Gazebo	Cemetery	299.98	299.98	250.00
MA010	Gazebo	Cemetery	299.98	299.98	250.00
MA011	Gazebo	Cemetery	333.33	333.33	300.00
MA012	Gazebo	Cemetery	333.33	333.33	300.00
MA013	Gazebo	Cemetery	333.33	333.33	300.00
MA014	Gazebo	Cemetery	333.33	333.33	300.00
MA015	Large Gazebo	Cemetery	994.35	994.35	900.00
MA016	Market Stalls	Cemetery	3,800.00	3,800.00	3,500.00
MA017	Gazebo	Cemetery	1.00	1.00	1,000.00
MA018	Gazebo	Cemetery	1.00	1.00	1,000.00
MA019	Gazebo	Cemetery	1.00	1.00	1,000.00
MA020	Gazebo	Cemetery	1.00	1.00	1,000.00

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
MA021	Gazebo	Cemetery	1.00	1.00	1,000.00
MA022	Gazebo	Cemetery	1.00	1.00	1,000.00
MA023	Gazebo	Cemetery	1.00	1.00	1,000.00
MA024	Gazebo	Cemetery	1.00	1.00	1,000.00
MA025	Gazebo	Cemetery	1.00	1.00	1,000.00
MA026	Gazebo	Cemetery	1.00	1.00	1,000.00
MA027	Gazebo	Cemetery	1.00	1.00	1,000.00
MA028	Gazebo	Cemetery	1.00	1.00	1,000.00
MA029	Gazebo	Cemetery	1.00	1.00	1,000.00
MA030	Gazebo	Cemetery	1.00	1.00	1,000.00
MEM001	Mining Wheel Memorial	Bondgate Woodland	1.00	1.00	0.00
MEM002	Tommy (Remembrance)	Cemetery	750.00	750.00	750.00
MISC001	CCTV	Barwic Parade	8,100.00	8,100.00	8,100.00
MISC002	EV Charger	Cemetery	1,668.00	1,668.00	1,668.00
PL001	Inclusive Swing	Flaxley Road	1,000.00	1,000.00	1,000.00
PL002	3 x Swing Seats	Wistow Road	220.00	220.00	220.00
PL003	Play Equipment	Town	154,237.00	154,237.00	154,237.00
PL004	Play Equipment	Town	22,099.49	22,099.49	22,100.00
PL005	Play Equipment - Inclusive Swing	Wistow Road	3,190.00	3,190.00	3,190.00
PL006	Adult Gym Equipment	Wistow Road	6,276.00	6,276.00	6,276.00
PL007	Inclusive Play Equipment	Barwic Parade	5,696.00	5,696.00	5,695.00
PL008	Replacement Swing	Wistow Road	1,041.70	1,041.70	1,041.70
PL009	Inclusive Play Equipment	Wistow Road	1,612.07	1,612.07	1,612.07
PL010	Play Equipment	Scott Road Community Field	13,600.00	13,600.00	13,600.00
PL011	Play Equipment	Scott Road Community Field	31,160.00	31,160.00	31,160.00
SFRN001	Noticeboard	Town Hall	2,351.00	2,351.00	2,351.00
SFRN002	Noticeboard	1811 Building	2,351.00	2,351.00	2,351.00
SFRN003	Inclusive Bench	Barwic Parade	1,379.46	1,379.46	1,379.46
SFRN004	Inclusive Bench x 2	Wistow Road	1,990.00	1,990.00	1,990.00
SFRN005	Fingerpost	Town Hall	1.00	1.00	1.00
SFRN006	Hanging Baskets	Cemetery	1,080.00	1,080.00	1,080.00
SFRN007	Hanging Baskets	Cemetery	1.00	1.00	1.00
SFRN008	Waterfall Planters	Town Hall	1,388.00	1,388.00	1,388.00
SFRN009	Heritage Bins x 3	Scott Road Community Field	1,341.00	1,341.00	1,341.00
SFRN012	Bus Shelter	Park Street	1.00	1.00	0.00
SFRN013	Bus Shelter	Leeds Road	1.00	1.00	0.00
SFRN014	Bus Shelter	Doncaster Road	1.00	1.00	0.00
SFRN015	Bus Shelter	Wistow Road	1.00	1.00	0.00
SFRN016	Noticeboard	Cemetery	2,370.00	2,370.00	2,370.00
SFRN017	Noticeboards	Pymble	583.00	583.00	583.00
SFRN018	Noticeboards	Stonebridge	583.00	583.00	583.00
SFRN019	Noticeboards	Cemetery	583.00	583.00	583.00
SFRN020	Litter bins x 3	Town	1,556.00	1,556.00	1,556.00
SFRN021	Youth Shelter	Barwic Parade	3,500.00	3,500.00	3,500.00
SFRN022	Youth Shelter	Scott Road Community Field	3,500.00	3,500.00	3,500.00
SFRN023	Road Sign	Town	398.00	398.00	398.00
SFRN024	Litter Bin	Wistow Road	202.00	202.00	202.00
SFRN025	Metal seating x 6	Cemetery	1.00	1.00	1.00
SFRN026	Wooden benches x 10	Cemetery	1.00	1.00	1.00
SFRN027	Metal seating x 3	Wistow Road	1.00	1.00	1.00
SFRN028	Wooden bench	Town Hall	1.00	1.00	1.00
SFRN029	Metal seating x 3	Town Hall	1.00	1.00	1.00
SFRN030	Wooden bench	Town	2,287.00	2,287.00	2,287.00
SFRN031	Wooden bench	Town	2,287.00	2,287.00	2,287.00
SFRN032	Wooden bench	Town	2,287.00	2,287.00	2,287.00
SFRN033	Street Lights - various	Town	46,865.85	46,865.85	46,865.85
SFRN034	Chritmas Motif	Town	200.00	200.00	200.00

ASSETS BY CODE

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
SFRN035	"Selby" sign	Wistow Road	1.00	1.00	1.00
SFRN036	"Selby" sign	Doncaster Road	1.00	1.00	1.00
SFRN037	"Selby" sign	Leeds Road	1.00	1.00	1.00
SFRN038	"Selby" sign	Town	1.00	1.00	1.00
VEC001	Ford Transit Electric Van (YS74 EXP)	Cemetery	44,534.00	44,534.00	44,534.00
VEC002	Peugeot Van (YW66 BCO)	Cemetery	21,765.00	21,765.00	21,765.00
VEC003	Iseki Tractor (YJ14 SSK)	Cemetery	12,995.00	12,995.00	12,995.00
VEC005	Iseki Ride on Mower (YX14 LZL)	Cemetery	7,895.00	7,895.00	7,895.00
VEC006	Dropside Trailer - Ifor Williams EL 071	Cemetery	1,750.00	1,750.00	1,750.00
VEC007	Cage Trailer - Ifor Williams	Cemetery	2,500.00	2,500.00	2,500.00
VEC008	Large Flatbed Trailer - Ifor Williams EX202	Cemetery	2,700.00	2,700.00	2,700.00
VEC009	Bobcat - Ride on Mower	Cemetery	3,889.00	3,889.00	3,889.00
VEC010	Bobcat - Digger	Cemetery	23,950.00	23,950.00	23,950.00
TOTAL			995,260.18	995,350.18	3,455,221.99

To: Land & Property Committee
From: Town Clerk
Date: 7 September 2026
Title: Pymble Gate

LP44

PRIVATE SESSION

Purpose

To consider the request from the Clerk to purchase a replacement or modify existing gate.

Background

The current gate is a single gate that some tenants struggle to open fully. A request was made at the Allotment Tenants meeting to replace with a double gate.

Proposal

To install either a new double entry gate or, as the existing gate is in good condition, to install a concrete pad and jockey wheel to allow ease of entry.

Quotations

Quote 1 – Replace current single gate with a new 6ft green powder coated double gate, complete with new hanging posts - £2,110 ex VAT

Quote 2 – Create a concrete running pad for the existing gate, complete with a jockey wheel - £670 ex VAT.

RECOMMENDATION TO COUNCIL THAT:

- i. **Quote 2 be accepted, and**
- ii. **The cost be taken from the Asset Replacement EMR**

To: Land & Property Committee
From: Town Clerk
Date: 7 September 2026
Title: Pymble Allotments Fencing

LP45

PRIVATE SESSION

Purpose

To consider the request from the Clerk to purchase the replacement of fencing along the allotment boundary adjoining Flaxley Road.

Background

A request was made from NYC Highways for removal of ivy encroaching the bus stop from the allotment site. The allotment tenant removed the specified ivy however one fence panel and post had become rotten and requires replacing.

Proposal

To cut back and dispose of ivy overgrowth, replace rotten post and fence panel.

Quotations

Cut back and dispose of ivy overgrowth, replace rotten post and panel fence (approx. 8m) like for like.

Quote 1 - £930 ex VAT

Quote 2 - £1,130 ex VAT

RECOMMENDATION TO COUNCIL THAT:

- i. **Quote 1 be accepted, and**
- ii. **The cost be taken from the Asset Replacement EMR**

To: Land & Property Committee
From: Town Clerk
Date: 7 September 2026
Title: Pymble Allotments Fencing (Plots 20a and 20b)

LP46

PRIVATE SESSION

Purpose

To consider the request from the Clerk to purchase the replacement of fencing behind plots 20a and 20b)

Background

A tree running along the boundary of the allotment site had to be removed and unfortunately this had formed part of the boundary with the neighbouring field. These two plots are now open and vulnerable to trespassing.

Proposal

To install new post and rail fence to rear of plots 20a and 20b.

Quotations

Fit new post and rail fence, 6ft, to rear of plot 20a and 20b.

Quote 1 - £2,200 ex-VAT

Quote 2 - £1,620 ex-VAT

RECOMMENDATION TO COUNCIL THAT:

- i. **Quote 2 be accepted, and**
- ii. **The cost be taken from the Asset Replacement EMR**

To: Land & Property Committee
From: Town Clerk
Date: 7 September 2026
Title: Farm Field Tier 2

LP47

PRIVATE SESSION

Purpose

To **consider** a Tier 2 Grounds survey of the Cemetery Field.

Background

It was approved at the last meeting to carry out a site investigation. This has now been completed. The survey stated that no significant groundwater was encountered during the site work. With these results, the site is well placed to be suitable for future burials. The logs and site plan are attached to this report.

Proposal

To commence with Stage 2 of the works to complete the T2 Groundwater risk assessment. This survey will confirm the suitability of the site for future burials and determine any permit requirements

Cost

The cost to carry out Stage 2 is £2,080 ex VAT.

RECOMMENDATION TO COUNCIL THAT:

- i. **Stage 2 be accepted, and**
- ii. **The cost be taken from the Cemetery Long Term Development EMR**



Note: Positions of Boreholes and/or Trial Pits are only indicative

Site Address: Selby Cemetery, Selby, YO8 9DA

Project: CDS-Selby-26

Fig No: 1

Date: 20 July 2026

The CDS Group, Building 51, Wrest Park, Silsoe, Bedfordshire, MK45 4HS
t:01525 864387 w: www.thecdsgroup.co.uk

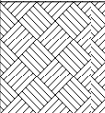
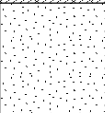
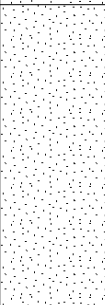
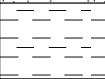
Siteplan

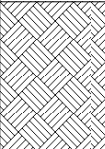
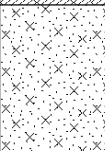
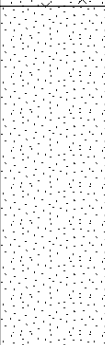
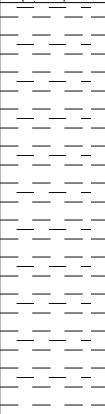
CDS Cemeteries & Crematoria			Project Name:		Trial Pit Log		Hole ID:	TP101
			Cemetery Extension Selby				Hole Type:	TP
			Project Location:				Level:	
			Land adjacent to Selby Town Cemetery, Long Mann Hills Road, Selby, YO8 9BQ		Project ID:	CDS-Selby-26	Logged By:	
			Client:		Contractor:	The CDS Group	Scale:	1:20
			Selby Town Council		Date:	15/07/2026	Page No:	Sheet 1 of 1
Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description			Vertical Scale
	0.30		(0.30m)		Brown fine sandy silty TOPSOIL with rootlets			0.5
	0.60		(0.30m)		Dark brown slightly clayey silty fine SAND with rootlets			
	1.50		(0.90m)		Orange/brown fine/medium SAND			
	3.20	(1.70m)		Grey CLAY			1.5	
					End of Trial Pit at 3.200m			2.0
								2.5
								3.0
								3.5
Dimensions			Trial Pit Support and Stability			Groundwater Strikes		
Pit Length (m)	Pit Width (m)		Pit Stability	Shoring Used	Remarks	Remarks		
Remarks								
Dry upon completion. No signs of contamination.								

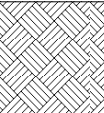
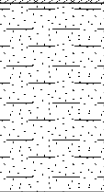
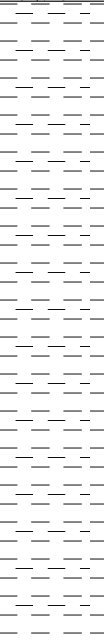
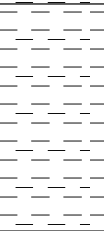
CDS Cemeteries & Crematoria			Project Name:		Trial Pit Log		Hole ID:	TP102
			Cemetery Extension Selby				Hole Type:	TP
			Project Location:				Level:	
			Land adjacent to Selby Town Cemetery, Long Mann Hills Road, Selby, YO8 9BQ		Project ID:	CDS-Selby-26	Logged By:	
			Client:		Contractor:	The CDS Group	Scale:	1:20
			Selby Town Council		Date:	15/07/2026	Page No:	Sheet 1 of 1
Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description			Vertical Scale
	0.30		(0.30m)		Brown sandy silty TOPSOIL with rootlets			0.5 1.0 1.5 2.0 2.5 3.0 3.5
			(0.50m)		Brown silty SAND with rootlets			
	0.80		(1.00m)		Orange/brown SAND			
	1.80		(1.20m)		Grey CLAY			
	3.00				End of Trial Pit at 3.000m			
Dimensions			Trial Pit Support and Stability			Groundwater Strikes		
Pit Length (m)	Pit Width (m)		Pit Stability	Shoring Used	Remarks	Remarks		
Remarks								
Seepage at 1.80m bgl. No signs of contamination.								

CDS Cemeteries & Crematoria			Project Name:		Trial Pit Log		Hole ID:	TP103
			Cemetery Extension Selby				Hole Type:	TP
			Project Location:				Level:	
			Land adjacent to Selby Town Cemetery, Long Mann Hills Road, Selby, YO8 9BQ				Project ID:	CDS-Selby-26
			Client:		Contractor:	The CDS Group	Scale:	1:20
			Selby Town Council		Date:	15/07/2026	Page No:	Sheet 1 of 1
Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description			Vertical Scale
	0.35		(0.35m)		Brown/black silty sandy TOPSOIL with rootlets			0.5
			(0.40m)		Brown/grey slightly silty SAND			
			(0.10m)		Brown/orange SAND			
			(0.35m)		Grey SAND			
	1.20		(1.80m)		Grey CLAY with some layers of light brown clayey SAND			1.0
							1.5	
	3.00				End of Trial Pit at 3.000m			2.0
								2.5
Dimensions			Trial Pit Support and Stability			Groundwater Strikes		
Pit Length (m)	Pit Width (m)		Pit Stability	Shoring Used	Remarks	Remarks		
Remarks								
Dry upon completion. No signs of contamination.								

CDS Cemeteries & Crematoria			Project Name:		Trial Pit Log		Hole ID:	TP104
			Cemetery Extension Selby				Hole Type:	TP
			Project Location:				Level:	
			Land adjacent to Selby Town Cemetery, Long Mann Hills Road, Selby, YO8 9BQ				Project ID:	CDS-Selby-26
			Client:		Contractor:	The CDS Group	Scale:	1:20
			Selby Town Council		Date:	15/07/2026	Page No:	Sheet 1 of 1
Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description			Vertical Scale
▼	0.40		(0.40m)		Brown fine sandy silty TOPSOIL with rootlets			0.5 1.0 1.5 2.0 2.5 3.0 3.5
			(1.60m)		Orange/brown slightly clayey SAND			
					Grey CLAY with some layers of light brown clayey SAND			
	2.00		(1.10m)		End of Trial Pit at 3.100m			
	3.10							
Dimensions			Trial Pit Support and Stability			Groundwater Strikes		
Pit Length (m)	Pit Width (m)		Pit Stability	Shoring Used	Remarks	Remarks		
Remarks								
Heavy seepage at 2.00m bgl. No signs of contamination.								

CDS Cemeteries & Crematoria			Project Name:		Trial Pit Log		Hole ID:	TP105
			Cemetery Extension Selby				Hole Type:	TP
			Project Location:				Level:	
			Land adjacent to Selby Town Cemetery, Long Mann Hills Road, Selby, YO8 9BQ		Project ID:	CDS-Selby-26	Logged By:	
			Client:		Contractor:	The CDS Group	Scale:	1:20
			Selby Town Council		Date:	15/07/2026	Page No:	Sheet 1 of 1
Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description			Vertical Scale
	0.30		(0.30m)		Light brown sandy silty TOPSOIL			0.5 1.0 1.5 2.0 2.5 3.0 3.5
	0.60		(0.30m)		Light brown SAND			
			(0.80m)		Orange/yellow SAND			
					(0.20m)		Grey CLAY	
	1.60					End of Trial Pit at 1.600m		
Dimensions			Trial Pit Support and Stability			Groundwater Strikes		
Pit Length (m)	Pit Width (m)	Pit Stability		Shoring Used	Remarks	Remarks		
Remarks								
Damp soils from 1.40m bgl. No signs of contamination.								

CDS Cemeteries & Crematoria			Project Name:		Trial Pit Log		Hole ID:	TP106	
			Cemetery Extension Selby				Hole Type:	TP	
			Project Location:				Level:		
			Land adjacent to Selby Town Cemetery, Long Mann Hills Road, Selby, YO8 9BQ				Project ID:	CDS-Selby-26	Logged By:
			Client:		Contractor:	The CDS Group	Scale:	1:20	
			Selby Town Council		Date:	15/07/2026	Page No:	Sheet 1 of 1	
Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description			Vertical Scale	
	0.40		(0.40m)		Brown silty sandy TOPSOIL with rootlets			0.5	
			(0.40m)		Light brown silty SAND with rootlets				
	0.80		(0.90m)		Orange/brown SAND				1.0
			1.70	(1.10m)		Grey CLAY			1.5
End of Trial Pit at 2.800m						2.0			
	2.80							2.5	
								3.0	
								3.5	
Dimensions			Trial Pit Support and Stability			Groundwater Strikes			
Pit Length (m)	Pit Width (m)		Pit Stability	Shoring Used	Remarks	Remarks			
Remarks									
Dry upon completion. No signs of contamination.									

CDS Cemeteries & Crematoria			Project Name:		Trial Pit Log		Hole ID:	TP107	
			Cemetery Extension Selby				Hole Type:	TP	
			Project Location:				Level:		
			Land adjacent to Selby Town Cemetery, Long Mann Hills Road, Selby, YO8 9BQ				Project ID:	CDS-Selby-26	Logged By:
			Client:		Contractor:	The CDS Group	Scale:	1:20	
			Selby Town Council		Date:	15/07/2026	Page No:	Sheet 1 of 1	
Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description			Vertical Scale	
	0.30		(0.30m)		Brown silty TOPSOIL with rootlets			0.5	
			(0.50m)		Brown/orange clayey SAND				
	0.80		(1.70m)		Grey CLAY with brown/orange clayey sand bands				1.0
			2.50	(0.60m)		Grey CLAY			2.5
End of Trial Pit at 3.100m						3.0			
	3.10							3.5	
Dimensions			Trial Pit Support and Stability				Groundwater Strikes		
Pit Length (m)		Pit Width (m)	Pit Stability		Shoring Used	Remarks	Remarks		
Remarks									
Dry upon completion. No signs of contamination.									

Site Investigation	The site investigation comprised of 7 No. trial pits excavated to a maximum depth of 3.20m below ground level (bgl).
Ground Conditions	
Topsoil	Brown silty sandy TOPSOIL with rootlets
Superficial Deposits	Dark brown slightly clayey silty fine SAND with rootlets OVER Orange/brown SAND OVER Grey CLAY
Groundwater	Water seepage was seen in a number of pits during our investigation in sand pockets above impermeable clay.
Pit Stability	Some of the pits appeared unstable during the investigation, especially below any water seepage found.
Going Forwards	As a result of the findings of this investigation, we recommend with the T2 Groundwater Risk Assessment as quoted to confirm the suitability of this site and determine any permit requirements.



Proposal for the delivery of **Passive Fire Protection Services** for **Selby Town Council**

Project Title: Selby Town Hall & 1811 Building
Fire Protection Works

Client Reference: Selby Town Hall & 1811 Building

Rhodar Reference: OPP05680 - H1H1G6

Issue Date: 15/06/2026

Valid until: 27/06/2026



Rhodar is a leading specialist enabling works provider of asbestos removal, demolition, remediation and passive fire protection throughout the UK. We've been providing exceptional service since 1976, and have earned our enviable reputation for uncompromising quality along the way.

Supported by over 500 employees at 14 facilities nationwide, our highly trained teams are trusted by major corporations to offer specialist enabling works solutions covering our core disciplines either individually or collectively across both public and private sectors. Our commitment to health and safety underpins everything we do. Our vision is to maintain our market leading position, developing long-term client relationships and to uphold the highest industry standards of service and performance.

In pursuit of excellence, Rhodar is your trusted partner for all construction enabling works.

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ASBESTOS

DEMOLITION

REMEDIATION

FIRE PROTECTION



in **pursuit** of
excellence



Rhodar Ref No. OPP05680 - H1H1G6
Project Title: Selby Town Hall & 1811 Building
Fire Protection Works

Issue Date: 15/06/2026
Project Location: Selby Town Hall & 1811 Building, Selby

FAO Tony Hargreaves
Selby Town Council
Town Hall
York Street
Selby
YO8 4AJ

Dear Tony,

Thank you for your valued enquiry regarding the passive fire protection works required for Selby Town Hall & 1811 Building.

On the following pages, I have provided confirmation of the work scope, an overview of our pricing, allowances and exclusions.

We have provided two pricing options for the fire door works as detailed below:

Option 1 – Remedial Works and Selective Door-Set Replacement - Not eligible for certification

Option 2 – Full Door-Set Replacement - Fully certified

If you require any further information or clarification on any points covered within this document, please do not hesitate to contact me.

Yours faithfully,



Leah Clarke
Estimator

For and on behalf of **Rhodar**

Rhodar
Unit C, Astra Park, Parkside Lane, Leeds, LS11 5SZ

Email l.clarke@rhodar.co.uk **Tel** 0800 0288410 **Mobile** 07973 141490

Rhodar Ref No. OPP05680 - H1H1G6
Project Title: Selby Town Hall & 1811 Building
Fire Protection Works

Issue Date: 15/06/2026
Project Location: Selby Town Hall & 1811 Building, Selby

Scope of Work

General description of project work:

Fire Stopping

Provide up to 30 minutes of fire protection to the areas identified within the supplied fire stopping survey, using approved Nullifire products and installed in accordance with the manufacturer's recommendations.

Selby Town Hall £ 17,561.19 Ex VAT

1811 Building £ 5,227.66 Ex VAT

Option 1 – Remedial Works and Selective Door-Set Replacement

Undertaking all identified remedial works and replacing door sets were indicated within the survey report. Please note that while the remedial works will address the identified defects, the completed works will not be eligible for certification.

The quoted price includes the removal and disposal of existing door sets and associated materials, as well as localised making good and redecoration to areas immediately surrounding the new door sets. These works are subject to the condition and construction of the existing surrounding surfaces and substrates.

Selby Town Hall £ 22,113.74 Ex VAT

1811 Building £ 17,829.71 Ex VAT

Option 2 – Full Door-Set Replacement

Removal and replacement of all door sets identified within the survey with new fire-rated door sets. Upon completion, all replacement door sets will be fully compliant and capable of being certified.

The quoted price includes the removal and disposal of the existing door sets and associated materials, together with localised making good and redecoration to areas immediately surrounding the new door sets. These works are subject to the condition and construction of the existing surrounding surfaces and substrates.

Selby Town Hall £ 33,633.75 Ex VAT

1811 Building £ 29,293.31 Ex VAT

A report will be run whilst conducting the works and any additional works will be recorded on OneTrace and quoted separately.

Note: Additional £2,550.00 to protect 1nr Selby Town Hall staircase by over boarding existing wall with Fireline board as per recommendation.

This quotation is valid for 30 days.

Exclusions

Rhodar Ref No. **OPP05680 - H1H1G6**
 Project Title: **Selby Town Hall & 1811 Building**
Fire Protection Works

Issue Date: **15/06/2026**
 Project Location: **Selby Town Hall & 1811 Building, Selby**

Please note: no allowance has been made for the following items within this quotation

- Electrical or fire alarm Isolations
- Plastering

Programme:

Programme:	
Commencement Date:	1 week minimum from issue of Client PO / Letter of intent.
Duration	To be arranged (Mon to Fri working only)
Hours of work	08.00am – 16.30pm Mon to Thurs 08.00am – 15.30pm Fri

GENERAL CONDITIONS

- A. Rhodar cannot accept any design responsibility associated with the selection and specification of fire stopping products. Rhodar will recommend products and systems which have been designed by manufactures. The responsibility for acceptance of such design solutions remains with the client.

As part of our commitment to compliance and transparency, we want to confirm that you are aware of your duties under the Building Safety Act 2022. These duties include, but are not limited to:

- Planning, managing, and monitoring building work to ensure compliance with Building Regulations.
 - Appointing competent duty holders, including a Principal Designer and Principal Contractor, where applicable.
 - Maintaining appropriate arrangements for safety and quality throughout the project lifecycle.
- B. If any variations occur due to not being able to meet the manufacturer's standard details, an addendum will be required. This will be identified in the report upon completion/handover of the works.
- C. Except where specifically agreed within your quotation scope, all obstructions which may impede our operatives safe working conditions must be removed by the Main Contractor / Client before the work is to commence.
- D. Rhodar Industrial Services quotations and agreed costings are issued based on exclusive unhindered open access to the work area. Additional charges may be incurred for any work not agreed in the original scope. All additional work be agreed upon by the client and contractor before work commences and is to be confirmed in writing.
- E. Rhodar Industrial Services will access the heights for the working areas using standard safe working access equipment from open areas. Unless specifically stated within our quotation, we have not allowed for any restrictions or difficult accesses requiring bespoke or specifically designed height access requirements.

Rhodar Ref No.

OPP05680 - H1H1G6

Issue Date:

15/06/2026

Project Title:

Selby Town Hall & 1811 Building
Fire Protection Works

Project Location:

Selby Town Hall & 1811 Building, Selby

- F. The Main Contractor / Client is responsible for the provision of any licenses, sanctions, or authorities, including but not limited to, any rights of way, and is to ensure unobstructed access for Rhodar to complete the work safely.
- G. The Main Contractor / Client is to provide general welfare facilities, i.e., canteen and toilets unless agreed otherwise with the client then Rhodar can supply these facilities for Rhodar use only at an additional cost which would be added into the final Price.
- H. Rhodar Industrial Services and the Main Contractor / Client will agree on a segregated area for waste and any surplus materials arising from the works. Removal of these items from the site is to be arranged by the Main Contractor / Client unless it has been agreed that Rhodar Industrial Services will be supplying a waste skip at an additional cost which would be added into the agreed quote. Rhodar Industrial Services will arrange the emptying and collection of Waste skips that have been ordered by Rhodar and only Rhodar.
- I. Main's water, either a domestic size outlet or fire hydrant is to be provided by the Main Contractor and only if required.
- J. Supply of electricity at 110volts, 32 AMP and 5KVA capacity to be supplied by the Main Contractor.
- K. Rhodar Industrial Services quotations are valid up to 30-days from the date of issue.
- L. Third-Party Accreditation Certificate (FIRAS) will be provided once the final account is agreed and paid in full.
- M. Should any additional work be required we will need a formal instruction followed by confirmation of an agreed price and finally agreed in writing before the any work is to commence.

Rhodar Ref No. OPP05680 - H1H1G6
 Project Title: Selby Town Hall & 1811 Building
 Fire Protection Works

Issue Date: 15/06/2026
 Project Location: Selby Town Hall & 1811 Building, Selby

ATTENDANCES

Plant, Storage and Security		Rhodar	Client
a)	Storage areas for Rhodar plant & materials		✓
b)	Site security and protection of Rhodar works, plant, equipment & materials		✓
c)	All plant & tools to undertake Rhodar works	✓	
Services			
a)	Water supply for Rhodar works		✓
b)	Connection to Client Supply point	✓	
c)	110V power supply for Rhodar plant in work area	✓	
d)	110V power supply distribution to any work position, including leads	✓	
e)	Internal & external lighting to provide safe working conditions and access to & from the works		✓
f)	Isolation of electrical/gas/sprinkler/water/other service systems to allow Rhodar works to progress safely		✓
The Works			
a)	Access equipment; scaffold, static/mobile towers etc	✓	
b)	Skips (Builders rubbish and general waste)	✓	
Health & Welfare			
a)	Adequate parking facilities for Rhodar vans within close proximity of Rhodar works		✓
b)	Adequate space for Rhodar skip		✓
c)	Shared welfare facilities (toilets, washing, canteen, etc)		✓
d)	Provision of all safety equipment and clothing for Rhodar operatives	✓	
Other Attendances			
a)	Obtaining permission for out of hours working		✓

To: Land & Property Committee
From: Town Clerk
Date: 7 September 2026
Title: Stonebridge Dyke Clearance

LP49

PRIVATE SESSION

Purpose

To consider the request from the Clerk to flail mow the hedge and dyke.

Background

It is three years since the dyke was last cleared. The contractors are recommending that this work is completed annually so that it doesn't become as overgrown as it is at present.

Proposal

To flail the hedging, lopping off any branches required, and sludge the watercourse.

Quotation

- Hire of wheeled excavator with flail mower attachment includes driver and fuel
- Hire of 2.5 tonne mini digger to sludge the watercourse, includes driver and fuel

Estimated time taken to mow hedge and dyke – 8hrs

Estimated time to dredge dyke – 4 hours

Total quotation £ 848.80 ex VAT

RECOMMENDATION TO COUNCIL THAT:

- Quote be accepted, and**
- The cost be taken from the Allotment EMR**

To: Land & Property Committee
From: Town Clerk
Date: 7 September 2026
Title: Market Report

LP51

PRIVATE SESSION

Purpose

To provide an update on matters relating to the weekly market, particularly concerning the use of traders' vehicles on the Market Place and the actions taken to address concerns raised.

Background

Concerns were brought to the Council's attention regarding the number of traders' vans remaining on the Market Place during trading hours. Historically, traders were required to remove their vehicles after unloading and were only permitted to return them to the market at the conclusion of trading. The only exception was for traders who actively traded from their vehicles, such as the fishmonger.

In response to these concerns, the Clerk authorised a message to be circulated to traders via the WhatsApp group administered by the Markets and Events Manager, reminding them of the established practice and requesting that vehicles not be left on the Market Place unless they formed part of the trading operation.

Following this communication, traders advised that they had signed a revised Trading Agreement earlier in the year which permitted vans to remain on the roadside, provided they were not positioned within the centre of the market. It subsequently became apparent that the revised Trading Agreement had been issued by the Markets and Events Manager without prior consideration or approval by the Council.

In addition, the Markets and Events Manager later issued a further letter advising traders that vehicles could remain on the Market Place provided they were located within the boundaries of their allocated pitch, and that a charge of £10 would apply. This correspondence was also issued without consultation with, or approval from, the Council.

These actions have understandably created confusion among traders regarding the applicable trading conditions. As a result, several traders expressed strong views on the matter through the WhatsApp group.

To address the concerns raised, the Clerk arranged a meeting between traders and members of the Market Working Group. Whilst the meeting did not achieve all of its intended outcomes, it provided useful feedback from traders and identified several areas requiring further consideration. The Clerk has subsequently compiled an

action plan to address the issues raised and support the future development of the market.

Current Position

The Clerk sought guidance from the National Association of British Market Authorities (NABMA) regarding the Council's available options. Advice received indicated that the Council could either introduce revised trading conditions or revert to the previous arrangements. However, it was noted that traders had been operating under the revised conditions for several months and reasonably believed those conditions to have been formally approved by the Council. As such, NABMA acknowledged that traders may be reluctant to return immediately to the previous arrangements.

Having considered this advice, the Clerk determined that it would not be appropriate to revert to the previous trading conditions at this time. Similarly, no additional vehicle-related fees will be collected until the matter has been fully reviewed.

The issue will therefore be considered in detail at the next meeting of the Market Working Group, scheduled for **9 September 2026**, at which time recommendations can be developed for consideration and approval by the Council.

Recommendation

Members are asked to note the contents of this report and the interim arrangements currently in place pending further consideration by the Market Working Group on 9 September 2026.