

**Town Clerk  
Mrs G Bell**

Tel No 01757 708449

E-Mail: [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk)



Selby Town Council,  
The Town Hall,  
York Street  
Selby YO8 4AJ  
Tel: 01757 708449  
Email:

[admin@selbytowncouncil.gov.uk](mailto:admin@selbytowncouncil.gov.uk)

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.**

---

## Contents

|                                                        |   |
|--------------------------------------------------------|---|
| LP25 APOLOGIES FOR ABSENCE .....                       | 3 |
| LP26 DISCLOSURE OF INTERESTS.....                      | 3 |
| LP27 MINUTES .....                                     | 3 |
| LP28 COUNCIL POLICIES .....                            | 3 |
| LP28.1 Policy Review Table .....                       | 3 |
| LP28.2 Allotment Rules and Regulations .....           | 3 |
| LP29 ALLOTMENTS.....                                   | 3 |
| LP29.1 Tenancy Agreement .....                         | 3 |
| LP29.2 Allotment Report.....                           | 3 |
| LP30 CEMETERY.....                                     | 4 |
| LP30.1 Farm Field .....                                | 4 |
| LP30.2 Cemetery Paths .....                            | 4 |
| LP30.3 Sunken Graves .....                             | 4 |
| LP30.4 Cemetery Trees.....                             | 4 |
| LP30.5 Peace Garden .....                              | 4 |
| LP31 PLAY AREAS .....                                  | 4 |
| LP31.1 Barwic Parade .....                             | 4 |
| LP31.2 Flaxley Road.....                               | 4 |
| LP31.3 Wistow Road .....                               | 5 |
| LP32 1811 BUILDING .....                               | 5 |
| LP32.1 Fire Risk Assessment Report .....               | 5 |
| LP32.2 Legionnaires Survey .....                       | 5 |
| LP33 TOWN HALL.....                                    | 5 |
| LP33.1 Fire Risk Assessment Report .....               | 5 |
| LP33.2 Town Hall Office Window Blinds .....            | 5 |
| LP34 CEMETERY CHAPELS .....                            | 5 |
| LP34.1 Chapels .....                                   | 5 |
| LP34.2 Storage.....                                    | 6 |
| LP35 BONDGATE COMMUNITY WOODLAND .....                 | 6 |
| LP35.1 Hebridean Isles.....                            | 6 |
| LP36 SCHEDULED WORKS .....                             | 6 |
| LP37 CEMETERY LODGE .....                              | 6 |
| LP38 LONGMANN HILLS FARMHOUSE.....                     | 6 |
| LP39 ASSET REGISTER.....                               | 6 |
| LP40 STREETLIGHTING.....                               | 6 |
| LP41 BUS SHELTERS .....                                | 6 |
| LP42 TOWN COUNCIL ACTION PLAN .....                    | 6 |
| LP43 PRIVATE SESSION.....                              | 7 |
| LP44 PYMBLES ALLOTMENT ENTRY GATE.....                 | 7 |
| LP45 PYMBLES FENCE - ROADSIDE .....                    | 7 |
| LP46 PYMBLES FENCE – TO REAR OF PLOTS 20A AND 20B..... | 7 |

|                                                           |   |
|-----------------------------------------------------------|---|
| LP47 FARM FIELD SURVEY.....                               | 7 |
| LP48 TOWN HALL AND 1811 FIRE RISK ASSESSMENTS WORKS ..... | 7 |
| LP49 STONEBRIDGE DYKE CLEARANCE .....                     | 7 |
| LP50 PLAY AREAS .....                                     | 7 |
| LP51 MARKETS .....                                        | 8 |
| LP52 DATE OF FUTURE MEETINGS .....                        | 8 |

## **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 – 1<sup>st</sup> 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         |