MINUTES OF THE LAND & PROPERTY COMMITTEE HELD ON MONDAY 7 SEPTEMBER 2026 AT THE TOWN HALL, YORK STREET, SELBY

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PRESENT: Cllr M Davis, S Shaw-Wright, F Matthews, S Andrew, M Dyson, and

K Franks

IN ATTENDANCE: The Facilities Manager and Deputy Clerk

LP25 APOLOGIES FOR ABSENCE

Cllrs. R. Harrison, I Lawton and R Pope

LP26 DISCLOSURE OF INTERESTS

Cllrs F Matthews and M Davis: Non-pecuniary - Allotments

LP27 MINUTES

LP27.1 Minutes of the Land and Property Committee held on 1 June 2026 were received. These minutes had previously been ratified at Council on 29 June 2026.

RESOLVED THAT: The minutes of the Land and Property Committee meeting held on 1 June 2026 be noted.

LP27.2 Updates from the last meeting
Foodbank Lease – the lease is with the 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

RESOLVED: That the update be noted.

LP28 COUNCIL POLICIES

LP28.1 Policy Review Table
The Policy Review Table was noted.

RESOLVED: That the update be noted.

LP28.2 Allotment Rules and Regulations
The Chair requested that consideration of this item be deferred to a future meeting to allow additional work and review to be undertaken.

RESOLVED: That the Allotment Rules and Regulations be brought to a future meeting.

LP29 ALLOTMENTS

LP29.1 Allotment Report

The Clerk presented the allotment report. The Clerk was requested to verify whether a plot currently recorded as vacant is, in fact, unoccupied.

RESOLVED: That the report be noted.

LP30 CEMETERY

LP30.1 Farm Field

The Clerk updated that the site investigation had showed no significant groundwater was encountered during the site work. With these results, the site is well placed to be suitable for future burials. The next stage was considered at item LP47.

LP30.2 Cemetery Paths

There were no updates to report.

LP30.3 Sunken Graves

There were no updates to report.

LP30.4 Cemetery Trees

It was noted that following the tomographic survey carried out by Barnes Associates works were due to be carried out to two trees by Marcus Tapperel Tree Surgery at a cost of £500.00 ex Vat.

The Facilities Manager was requested to ensure that public notices are displayed when any major works are undertaken, providing details of the nature and purpose of the works.

LP30.5 Peace Garden

The update was noted.

LP31 PLAY AREAS

LP31.1 Barwic Parade

There were no updates to report.

LP31.2 Flaxley Road

The update was noted.

LP31.3 Wistow Road

There were no updates to report.

LP32 1811 BUILDING

LP32.1 Fire Risk Assessment Report

LP32.1.1 The updated Fire Risk Assessment Actions Report was considered.

LP32.1.2 It was noted that the quotation for the works identified in the Compartment Survey were to be considered at Item LP48.

RESOLVED THAT: The report be noted.

LP32.2 Legionnaires Survey

It was **noted** that 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

RESOLVED THAT: The update be noted.

LP33 TOWN HALL

LP33.1.1 Fire Risk Assessment Report

The updated Fire Risk Assessment Actions Report was considered.

LP33.1.2 It was noted that the quotation for the works identified in the Compartment Survey were to be considered at Item LP48.

RESOLVED THAT: The report be noted.

LP33.2 Town Hall Office Window Blinds

It was noted 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.

RESOLVED THAT: The update be noted.

LP34 CEMETERY CHAPELS

LP34.1 Chapels

It was noted that this item will be considered at the December meeting once the workshop construction had been completed.

LP34.2 Storage

It was noted that Ebor Construction had been approved to provide and install the storage unit and that it was hoped that the groundworks would start this month and the facility be installed in October.

LP34.2.1 Storage Costs
The Clerk provided the projected costs. It was noted that the cost for the steel had increased twice. These increases had been approved by the Chair and Chair of Finance & Staffing.

RESOLVED THAT: The update be noted.

LP35 BONDGATE COMMUNITY WOODLAND

LP35.1 Hebridean Isles
It was noted that the ship section is due to be removed from the cemetery to begin the refurbishment works.

RESOLVED THAT: The update be noted.

LP36 SCHEDULED WORKS
The plan of current scheduled works was received.

RESOLVED THAT: The schedule of works be noted.

LP37 CEMETERY LODGE
There were no updates to report.

LP38 LONGMANN HILLS FARMHOUSE
There were no updates to report.

LP39 ASSET REGISTER
The Asset Register was received. The Clerk reported that, while all assets had been recorded within the new Asset Management System, further work remained to be completed, including the addition of photographs and precise location details for each asset. The Clerk was requested to provide a detailed report on a single asset, demonstrating the full functionality and capabilities of the Asset Management System.

RESOLVED THAT: The Asset Register be noted.

LP40 STREETLIGHTING

It was noted that the Clerk had requested a current report on all Town Council streetlights, including an estimated cost assessment, on 5 May, and that this information remains outstanding. The Clerk was requested to forward the report to the Chair of Council, who would pursue the matter further in his capacity as an NYC Councillor.

RESOLVED THAT: The update be noted.

LP41 BUS SHELTERS

It was noted that repairs have been carried out to the Bus Shelter on Wistow Road at a cost of £810 Ex. VAT.

RESOLVED THAT: The update be noted.

LP42 TOWN COUNCIL ACTION PLAN

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

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 LP30.4
Installation of Cemetery Path in ext. G & H – Works started August 2026
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

RESOLVED THAT: The update be noted.

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

Consideration was given to the Clerk's report. It was agreed that the quotation to install a concrete pad and jockey wheel be recommended.

RECOMMENDATION TO COUNCIL THAT:

i. **Quotation 2, from Flintons Landscape Gardening Ltd at a cost of £670 ex VAT was approved, and**
ii. **The funds be taken from the Asset Replacement EMR**

LP45 PYMBLES FENCE - ROADSIDE

Consideration was given to the Clerk's report.

RECOMMENDATION TO COUNCIL THAT:

i. **Quotation 1, from Flintons Landscaping Gardening Ltd at a cost of £930 ex VAT was approved, and**
ii. **The funds be taken from the Asset Replacement EMR**

LP46 PYMBLES FENCE – TO REAR OF PLOT 20A AND 20B

Consideration was given to the Clerk's report.

RECOMMENDATION TO COUNCIL:

i. **Quotation 2, from Flintons Landscaping Gardening Ltd at a cost of £1,620 ex VAT was approved, and**
ii. **The funds be taken from the Asset Replacement EMR**

LP47 FARM FIELD SURVEY

Consideration was given to the estimate to provide a Tier 2 (Stage 2) Groundwater Risk Assessment of the Farm Field.

The Facilities Manager was requested to provide an outline of the next stages required following the Stage 2 assessment, together with a revised report on the current capacity of the cemetery.

RECOMMENDATION TO COUNCIL THAT:

i. **To step outside Financial Regulations, and**

ii. **To approve a Tier 2 (Stage 2) Groundwater Risk Assessment is carried out by CDS Group at a cost of £2,080 ex VAT**

LP48 TOWN HALL AND 1811 FIRE RISK ASSESSMENTS WORKS

Consideration was given to the quotation for the works to the Town Hall and 1811 Building.

RECOMMENDATION TO COUNCIL THAT:

i. **To step outside Financial Regulations,**
ii. **To approve the Fire Stopping Works, for the 1811 building, quotation from Rhodar at a cost of £5,227.66 ex VAT,**
iii. **To approve the full fire door replacement, for the 1811 building, as per the quotation from Rhodar at a cost of £29,293.31 ex VAT,**
iv. **The above costs for items ii and iii to be taken from the 1811 EMR,**
v. **To approve the Fire Stopping Works, for the Town Hall, quotation from Rhodar at a cost of £17,561.19 ex VAT,**
vi. **To approve the full fire door replacement, for the Town Hall, as per the quotation from Rhodar at a cost of £33,633.75 ex VAT,**
vii. **To approve the Fire Protection in the staircase at the Town Hall as per the quotation from Rhodar at a cost of 2,550 ex VAT, and**
viii. **The above costs for v, vi and vii to be taken from the Assets Replacement EMR.**

LP49 STONEBRIDGE DYKE CLEARANCE

Consideration was given to the Clerk's report. The Clerk was requested to ensure that the annual cost of the clearance works is included within the operational budget and considered as part of the budget-setting process.

RECOMMENDATION TO COUNCIL THAT:

i. **The works to be completed by Internal Drainage Board (IDB) at a cost of £848.80 ex VAT, and**
ii. **The costs to be taken from the Allotment Development EMR.**

LP50 PLAY AREAS

Consideration was given to the proposal from North Yorkshire Sport.

RECOMMENDATION TO COUNCIL THAT:

Council agree, in principle, to further explore the proposal and consider its potential implications and feasibility.

LP51 MARKETS

Consideration was given to the report presented by the Clerk.

RECOMMENDATION TO COUNCIL THAT:

i. That the interim arrangements remain in place pending further consideration by the Market Working Group at its next meeting, and

ii. That unauthorised traders' vehicles should not be permitted to remain within the Market Place during market trading periods.

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