

## **Minutes of the meeting of the Parks & Recreations Advisory Committee held Council Chamber, Civic Hall on Monday 21<sup>st</sup> March 2022 at 9:30am**

### **Present:**

Cllr. S. Burkitt, Cllr M. Hanrahan, Cllr M. Ireland and Cllr. K Tait (Chair)

### **In attendance:**

J. Mitchell (Town Clerk) and M. Keys (Assistant Clerk)

#### **1. Apologies**

There were no apologies.

#### **2. Declarations of Interest**

There were no declarations of interest.

#### **3. Minutes of the last meeting**

It was RESOLVED to approve the minutes as a true and accurate record of the Parks & Recreation Advisory Committee Meeting held on 24<sup>th</sup> January 2022.

#### **4. Items for exclusion of the public**

It was RESOLVED there were no items for discussion which required the public to be excluded.

#### **5. Terms of Reference**

Members discussed the Terms of Reference.

It was RESOLVED to recommend to council the Terms of Reference for the Parks & Recreation Advisory Committee (see Appendix 1).

#### **6. Outstanding Tickets**

Members reviewed and discussed the spreadsheet of outstanding jobs, relating to the Parks & Recreation Advisory Committee.

It was RESOLVED to check with North East Derbyshire District Council regarding official signage to 'clean up after your dog' and replace the current 'dogs on lead's' signs with the 'clean up after your dog' signs instead.

It was RESOLVED to note the other updates.

#### **7. Cliffe Park**

Members were informed of the response from Creative Play.

It was RESOLVED to put together a timeframe of all the reports made to Creative Play and to send a copy to the Board of Directors and Managing Director at Creative Play.

**8. Sindelfingen Park**

Members discussed a quote to repair the roundabout and either repair or replace the zip wire.

It was RESOLVED to recommend to council that a quote to just repair the roundabout be gained from HAGS and authority to approve the quote is delegated to the Town Clerk in consultation with the Chair of the Committee.

It was RESOLVED to gain three quotes to replace the zip wire in Sindelfingen park.

**9. Dronfield Woodhouse**

Members were informed that work to resurface and colour coat the tennis courts at Dronfield Woodhouse had been completed, apart from the reinstallation of the posts and nets.

Members also discussed the tarmac that had been left on the top car park.

It was RESOLVED to contact Fosse regarding the posts and nets and removal of the tarmac.

**10. Cemetery Road**

Members discussed the ongoing issue of water in the trampoline at Cemetery Road.

It was RESOLVED to put together a timeframe of all the reports and then send a copy of the timeframe and ask for evidence of the drainage that was installed and the high water table and copy in the Managing Director.

**11. Marsh Avenue**

Members reviewed a request to purchase land at Marsh Avenue.

It was RESOLVED to write back to the developer who made the request to inform them that the council is unable to see any land at Marsh Avenue due to restrictive covenants in the conveyance which state that the land must remain as an open space.

**12. Dronfield Town FC 10K & Fun Run**

Members reviewed the risk assessment for the Dronfield Town FC 10K and Fun Run.

It was RESOLVED to recommend to council that permission is granted for Dronfield Town FC to use Cliffe Park as part of the course for their 10K pending receipt of a copy of their public liability insurance.

**13. Dronfield Nature Park**

Members reviewed a proposal from the Civic Society for students from Dronfield Henry Fanshawe School to use the Nature Park for a civic pride project.

It was RESOLVED to refer this request to the Properties Advisory Committee.

**14. Bowling Greens**

Members reviewed increased prices from J E W Smith Groundcare for the maintenance of the bowling greens.

It was RESOLVED to request an explanation of why the additional cuts were not included within the original quote provided and bring that back to the next committee meeting.

**15. Signing Off Process**

Members reviewed the signing off process.

It was RESOLVED to note this and no changes were recommended.

**16. Commercial Use of Parks Policy**

Members reviewed the Commercial Use of Parks Policy.

It was RESOLVED to recommend to council to adopt the Commercial Use of Parks Policy (see Appendix 2)

**17. Hilltop**

Members discussed a request to use Hilltop park as the base for registration, first aid, baggage drop off, toilet and catering facilities for a new half marathon event being organised by Dronfield Running Club, which they estimated 600 runners to attend.

It was RESOLVED to recommend to council that permission to use Hilltop park is declined as it was felt it was an inappropriate sized park for the volume and size of event being planned.

**18. Date of next Meeting**

It was RESOLVED to hold the next committee meeting on 25<sup>th</sup> April 2022 at 9:30am in the Council Chamber, Civic Hall.

The meeting closed at 11:48am.

# APPENDIX 1

## DRONFIELD TOWN COUNCIL PARKS & RECREATION COMMITTEE TERMS OF REFERENCE

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### **Membership**

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee.

### **Chairman**

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman of the Committee.

### **Frequency of Meetings**

Meetings will be held on an ad hoc basis as and when required with a minimum of one meeting per year.

### **Quorum**

A quorum at each meeting shall be 3 members.

### **Staff Attendance**

The Town Clerk or Office Manager shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

### **Terms of Reference**

The Committee is appointed to make decisions relating to Council parks and recreation areas subject to budget and expenditure limits decided by the Council.

1. To ensure that all Council parks and recreation areas are properly maintained and managed.
2. To ensure that all Council parks and recreation areas comply with Health and Safety requirements.
3. To ensure that all Council parks and recreation areas are covered by adequate insurance.
4. To ensure that any matters relating to parks and recreation areas are dealt with quickly and correctly.
5. To ensure play areas are refurbished on a rolling programme of one per year.
6. To ensure that all requests for capital purchases are referred to the Council.
7. To ensure that if any legal issues arise these are handled in consultation with the Council.

## APPENDIX 2

### Dronfield Town Council

#### Commercial Use of Parks Policy

Dronfield Town Council, own and maintain eleven parks across Dronfield including Cliffe Park and Sindelfingen Park. Our parks are the perfect venue for a range of public and private events. For many events, venue hire is free of charge. Events could include:-

- Community or Charity Fun days
- Birthday parties & large picnics
- Charity Music Festivals

Events can take a lot of planning and we strongly recommend that you allow yourself plenty of time from your initial enquiry to the event date.

For large events and sporting activities, you will need to provide more information to the Council before the event, the essential requirements for a fitness or coaching activity are (but not limited to):

- Public Liability Insurance to the minimum value of £5m cover (£10m if the activity involves children)
- Employee Liability Insurance (if necessary)
- Disclosure Barring Service check/overview (DBS)
- Risk assessment (including Covid-19 secure measures)
- Relevant qualifications/certificates
- First aid certificate
- Price list

An indication of the costs involved can be seen below;

#### **Charges for the hire of the park - depending on the size of event and its impact on other park users**

<b>(1-2 sessions per week)</b>	<b>Charity/Non-Profit</b>	<b>Commercial</b>	<b>Refundable Deposit</b>
<b>1 – 10 people</b>	FOC	£40 per month	£250 (commercial only)
<b>11 – 20 people</b>	FOC	£70 per month	£250
<b>21+ people</b>	On application	On application	£250 +

There may also be additional costs incurred if the park is not left as it was found or utilities have been used without permission;

Electricity for the event

based on meter readings

Water for the event	based on meter readings
Fencing for the event	based on size of event
Staff assistance for the event	£40 per hour
Litter Pick following the event	£20 per hour

Please always keep in mind that the parks in Dronfield are for the public's use and enjoyment and may not be used exclusively by any one person or group.

The right to use the park may be withdrawn at any time if the conditions of use of not being adhered to.

To make an enquiry please email your request and plans to the Town Clerk at [townclerk@dronfield.gov.uk](mailto:townclerk@dronfield.gov.uk) or call the office on 01246 418573.