

Minutes of the Meeting of the Properties Advisory Committee
Held in the Council Chamber, Civic Hall on 14th September 2023

Present: Cllr G. Baxter, Cllr S. Burkitt, Cllr M. Foster, Cllr A. Dale (Chair) and Cllr P. Jones

In attendance: J. Mitchell (Town Clerk), M. Keys (Assistant Clerk), P. Duncan (Outside Services team Leader) two representatives of Dronfield Town Football Club (R. Milnes & M. Johnson) and two representatives of Coal Aston Cricket Club (K. Simpson & J. Lawrence)

1. Apologies

There were no apologies.

2. Declaration of Interests

There were no declarations of interest.

3. To approve the minutes of the last meeting

It was RESOLVED to approve the minutes of the meeting held on 21st July 2023 as a true and accurate record of the meeting.

4. Items for exclusion of the public

No other items required the exclusion of the public, other than those already identified on the agenda.

5. Stonelow Licence Agreement

Members met with representatives from the football and cricket club to present the reviewed licence agreements.

It was RESOLVED that the cricket club would liaise directly with the football club regarding use of the bottom pitch on Sunday mornings pending cricket fixtures taking place.

It was RESOLVED to recommend to council to approve the revised licence agreements and request the clubs sign the licence agreements in their current format.

Dronfield Town Football Club requested to see the historical minutes of the meeting with reference to the gifting of the cricket pavilion to Coal Aston Cricket Club.

6. Coal Aston Football Pitch

Members reviewed the quote to carry out the survey required for the FA grant funding application.

It was RESOLVED to recommend to Council to accept the quote of £1,200 + VAT for the pitch survey to be completed at Coal Aston for the next stage of the grant process.

7. Nature Park

Members reviewed a request from the Dronfield Civic Society regarding the Nature Park.

It was RESOLVED to request the Civic Society, Leabrook Valley volunteers and Dronfield Henry Fanshaw School arrange a meeting independently and then present a proposal for maintaining the Nature Park to the Properties Committee.

8. Tree requests

Members reviewed a resident request for a reduction of a tree at Dronfield Woodhouse Recreation ground, a residents request to fell some trees on Birches Lane, Coal Aston and to prune some trees at the top of Dyche Lane.

It was RESOLVED to recommend to council to reduce the tree at Dronfield Woodhouse Recreation ground and to request a survey of all the trees within the recreation ground, pending a quote for the work.

It was RESOLVED to recommend to council to grant permission for the resident to arrange the felling of an ash tree and two sycamore trees on Birches Lane, Coal Aston at their own cost in consultation with the contractor and the Outside Services Team Leader.

It was RESOLVED to recommend to council to accept the quote of £380 for the reduction of a tree at the junction of Dyche Lane/Eckington Road.

9. Review of fees

Members reviewed the fees for the hire of the Civic Hall, Gosforth Lodge, football and cricket pitches and when to introduce them from.

It was RESOLVED to recommend to council to increase the Commercial hire rates by 10% and the Community hire rate by 5% from 1st January 2024.

10. Gladys Buxton Site

Members reviewed the latest communication from Derbyshire County Council regarding the Gladys Buxton site.

It was RESOLVED to recommend to council not to accept the offer of a potential lease for the Gladys Buxton site, but instead recommend that Derbyshire County Council approach Dronfield Town Football Club to alleviate their requirements for increased football pitches within Dronfield.

11. Land at Hilltop

Members reviewed a request to gift an area of land at Hilltop to the Town Council.

It was RESOLVED to recommend to council to reply to the landowner expressing an interest in acquiring the land, pending the landowner conducting a survey of the trees on the land and any subsequent work required and the overall cost of that tree work.

12. Cliffe Park Fencing

Members reviewed the three quotes to replace the fencing along the front of Cliffe Park.

It was RESOLVED to recommend to Council to accept the quote of £3,386 for replacement of the 6ft fencing along the front of Cliffe Park.

It was RESOLVED to recommend to council to delegate authority to the Town Clerk in consultation with the Chair of the Properties Advisory Committee with regards to requesting fence post shoes to be used and the subsequent extra cost.

13. Fire Risk Assessments

Members received an update on the implementation of the actions from the Fire Risk Assessments.

It was RESOLVED to note the updates on each venue.

It was RESOLVED to recommend to council to accept the quote of £1,476 for the remedial work required at Gosforth Lodge, Civic Hall, Stonelow and Coal Aston to replace fire extinguishers no longer fit for purpose, emergency bulkheads, back up battery, emergency exit box and hanging running man.

14. Electrical Installation Condition Reports

Members reviewed the Electrical Installation Condition Reports and the quote for the required work at each site, which had been found to be 'unsatisfactory'.

It was RESOLVED to recommend to council to accept the quote of £495 for the electrical work required at Coal Aston

It was RESOLVED to recommend to council to accept the quote of £2,900 for the electrical work required at Gosforth Lodge

It was RESOLVED to recommend to council to accept the quote and £1,490 for the electrical work required at Civic Hall.

15. Lightning Protection System

Members reviewed the findings of the lightning protection system inspection and the quote for the work required and the quote for surge protection installation.

It was RESOLVED to refer the quote to the landlord as the work required is part of the fabric of the building.

16. Health & Safety Audit

To review the annual Health & Safety Audit report.

It was RESOLVED to note the report.

17. Properties

Members discussed whether the Town Council may own any buildings that contain RAAC.

It was RESOLVED to check if any council owned building were built in the period of RAAC usage and report back at the next Properties Advisory Committee meeting.

18. 2024-2025 Budget Requirements

Members discussed budget requirements for Properties for the 2024-2025 budget.

It was RESOLVED for the Town Clerk to make recommendations to the committee at the next Properties Advisory Committee meeting.

19. Works Depot

Members discussed two matters relating to the Works Depot.

It was RESOLVED to contact Opus energy to establish the current electricity supplier for the works depot.

It was RESOLVED to recommend to council to accept the quote of £173 for the installation of two improved alarm aerials for the works unit.

It was RESOLVED to obtain quotes for CCTV to monitor the works unit when staff are not present on-site and in the event of alarm activation.

20. Dronfield Arts Festival

Members reviewed a request from Dronfield Arts Festival for free use of the Civic Hall on 23rd June 2024 in lieu of sponsorship.

It was RESOLVED to recommend to council that Dronfield Arts Festival receive free use of the Civic Hall on 23rd June 2024 in lieu of sponsorship.

21. Peel Monument

Members discussed the requirements/obligations for a structural test as custodians of the monument.

It was RESOLVED to establish ownership of the Peel Monument.

22. Policy Review

Members reviewed the Complaints Policy and Press & Media Policy.

It was RESOLVED to recommend to council to adopt these the Complaints Policy and the Press & Media Policy pending the amendments discussed.

23. Snow Warden Scheme

Members reviewed a request from Derbyshire County Council about whether the Town Council will participate in the Snow Warden Scheme.

It was RESOLVED to write back to Derbyshire County Council and highlight the current services provided by Dronfield Town Council in the event of snowfall.

24. Exclusion of the Press and Public

To resolve that in view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 section 1 paragraph 2 & the Local Government (Access to Information) Act (due to the sensitive commercial nature of the issues being discussed.)

25. Expired Lease

Members were informed that the lease for an area of land off Snape Hill Crescent had expired and they discussed how the council would like to progress.

It was RESOLVED to recommend to Council to have the land valued and bring the valuation to the next Properties Advisory Committee meeting for discussion.

26. Dronfield Town Football Club

Members reviewed and discussed a request for a long term lease of land at Coal Aston or Dronfield Woodhouse.

It was RESOLVED to advise Dronfield Town Football Club of a potential lease opportunity at the Gladys Buxton site and recommend that they contact Derbyshire County Council.

27. Dronfield Woodhouse Sports and Social Club (DWSSC)

Members were informed of the letter received from the committee of Dronfield Woodhouse Sports & Social Club following the resolution at the September Council meeting.

Members were also provided with legal advice regarding the current lease in place at Dronfield Woodhouse Sports & Social Club, which they then discussed.

It was RESOLVED to send a response to the committee of Dronfield Woodhouse Sports & Social Club reiterating the resolution from the September 2023 Council meeting.

It was RESOLVED to arrange a meeting with the solicitor to discuss to best way forward with regards to the lease.

28. Date of next meeting

The date of the next Properties Advisory Committee meeting will be called when required in October.

Meeting closed at 13:08.