

Minutes of the Meeting of the Properties Advisory Committee
Held in the Council Chamber, Civic Hall on Friday 19th July 2024

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

In attendance: J. Mitchell (Town Clerk), M. Keys (Assistant Clerk) P. Duncan (Outside Services Team Leader)

AGENDA

1. Apologies

Apologies were received from Cllr M. Foster.

2. Declaration of Interests

None

3. To approve the minutes of the last meeting

Members reviewed minutes of the last meeting.

It was RESOLVED to approve the minutes of the meeting held on 18th June 2024 as a true and accurate record of the meeting.

4. Items for exclusion of the public

None other than those already on the agenda.

5. Dronfield Woodhouse Sports & Social Club

Members received a verbal update following a meeting earlier that morning.

It was RESOLVED to delegate the decision regarding the heads of terms for a new lease for Dronfield Woodhouse Sports and Social Club to the Town Clerk in consultation with the Chair of the Properties Committee.

It was RESOLVED to note the update.

6. Shutter Doors

Members discussed the shutter doors following the site visits.

It was RESOLVED to check the new safety brake regulations regarding the assessed shutter doors and bring any feedback to the next properties meeting.

It was RESOLVED to gain quotes for new steel doors rather than shutter doors for the changing rooms at Coal Aston.

It was RESOLVED to speak with Coal Aston Cricket Club regarding the shutters that they have had installed.

It was RESOLVED to accept the quote of £2,610 to install a new shutter door on the Cliffe Park café.

7. Fire Risk Assessments

Members reviewed the feedback from the Fire Risk Assessments carried out at the Civic Hall, Gosforth Lodge and the works depot.

It was RESOLVED to purchase and install Carbon Monoxide detectors for all boiler locations across the Civic Hall, Gosforth Lodge and the depot.

It was RESOLVED to delegate the decision regarding the installation of a fire exit/ladder at the works unit to the Town Clerk in consultation with the Chair of the Properties Committee.

It was RESOLVED to note the other recommendations made.

8. Office Equipment

Members reviewed three quotes for a new office laptop.

It was RESOLVED to accept the quote of £847.50 for a new laptop and set up for the office.

It was RESOLVED to delegate the decision regarding the purchase of a backup office laptop to the Town Clerk in consultation with the Chair of the Properties Committee following a discussion with Cloudy IT.

9. Equipment Disposal

Members discussed the disposal of old IT and office equipment.

It was RESOLVED to dispose of the old IT and office equipment pending a final check that all needed data is removed/backed from the hard drive on to the cloud.

10. Retractable Seating Service

Members reviewed three quotes for the annual retractable seating service.

It was RESOLVED to accept the quote of £530 for the annual retractable seating service.

11. Gosforth Lodge

Members reviewed a complaint regarding a booking.

It was RESOLVED to offer a refund of £25 to the resident.

It was RESOLVED to update the terms & conditions of hire to include that it is the responsibility of the resident to ensure that their personal phone or chosen audio options used within their hire are compatible for use in Gosforth Lodge.

12. Trees

Members discussed a request from a resident to carry out tree work.

It was RESOLVED to respond to the resident and inform them that no work will be undertaken on the tree, pending the results of a tree survey.

It was RESOLVED to carry out a tree survey at Marsh Avenue.

Members reviewed quotes to fell a dead tree, however it had since come to light that the tree was located on land registered to NEDDC.

It was RESOLVED to refer this matter to NEDDC, as the tree in question is located on land registered to them.

Members reviewed three quotes to hire a stump grinder.

It was RESOLVED to accept the quote of £218 to hire a stump grinder for one week.

13. Alma

Members reviewed the two quotes received to repair the fencing and an update was provided on the stone theft.

It was RESOLVED to delegate the decision for the acceptance of a quote to repair the fencing at Alma to the Town Clerk in consultation with the Chair of the Properties Committee, pending the arrival of a third quote.

It was RESOLVED to note the update regarding the theft of further stone.

14. Electric Vehicle

Members reviewed the potential options available when the electric vehicle lease comes to an end.

It was RESOLVED to enquire about test driving some new electric van options and bring the recommendations to the next meeting.

15. Valuation Office Request

Members were informed about the request from the Valuation Office.

It was RESOLVED to complete the form requested by the Valuation Office and return by the deadline.

16. Derbyshire County Council

Members discussed an offer to purchase some land from Derbyshire County Council.

It was RESOLVED to decline the offer to purchase the land from Derbyshire County Council.

17. Properties Committee Budget

Members discussed the 2025-2026 budget requirements of the Properties Advisory Committee.

It was RESOLVED to defer this agenda item until the next meeting and meet for one hour before the next committee meeting to review the budget.

18. Exclusion of the Press & Public

It was RESOLVED 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 commercially sensitive information being discussed).

19. Land

Members received an update from NEDDC regarding the land that is registered to them.

It was RESOLVED to write back to NEDDC and request that any further administrative work on the land registration is delayed until further communication from the Town Council.

20. Allotments

Members discussed an update regarding management of the allotments and a water leak at one of the allotment sites.

It was RESOLVED to note the update.

It was RESOLVED to delegate the decision for the water leak repair to the Town Clerk in consultation with the Chair of the Properties Committee to deal with as per the notice from Severn Trent.

21. Leases

To review the lease in place for the land off Snape Hill Crescent and for land used by Dronfield Junior School.

It was RESOLVED to defer this agenda item until the next meeting.

22. Insurance Claims

Members were provided with an update on insurance claims.

It was RESOLVED to note the verbal update.

23. Date of next meeting

The date for the next meeting is Thursday 19th September at 9am to review the budget before then holding the meeting.

Meeting closed at 12:43pm.