

**Minutes of the Meeting of the Properties Advisory Committee**  
**Held in the Council Chamber, Civic Hall on Tuesday 22<sup>nd</sup> October 2024**

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

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

1. **Apologies**

There were no apologies.

2. **Declaration of Interests**

Cllr Dale declared a non-pecuniary interest in relation to agenda item 19.

3. **To approve the minutes of the last meeting**

Members reviewed the minutes of the meeting held on 20<sup>th</sup> September 2024.

It was RESOLVED to the minutes of the meeting held on 20<sup>th</sup> September 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. **Bus Shelters**

Unfortunately quotes for repairing two damaged bus shelters had not been received in time for the meeting.

It was RESOLVED to recommend to council to delegate the decision for the replacement glass and/or the possible removal of the out of service bus shelter to the Town Clerk in consultation with the Chair.

6. **Shutter Doors**

Members reviewed the feedback regarding shutter doors from Derbyshire Building Control Partnership and DALC.

It was RESOLVED to keep the current shutter doors as per the existing specifications and review maintenance as required through the annual inspections.

7. **Trees**

Members discussed various requests from residents.

It was RESOLVED to recommend to council to accept the quote of £500 to remove the conifer trees on Ferndale Road.

It was RESOLVED to note and agree to the proposed grouped areas for future tree inspection and maintenance, starting in 2025.

**8. War Memorial**

Members reviewed quotes to clean the War Memorial.

It was RESOLVED to recommend to Council to accept the quote of £1,150 to clean the war memorial and request to have the work carried out before Remembrance Day if possible.

**9. Civic Hall**

Members discussed the banner display on the outside of the building.

It was RESOLVED to request copies of the original Council permission for the installation from the frame installer, along with a copy of the relevant public liability insurance and bring back to the next meeting.

Members discussed the noise detection system.

It was RESOLVED to recommend to Council to accept the quote of £498 for the replacement noise detection system.

Members reviewed quotes for the stage stairs.

It was RESOLVED to defer this item until the next meeting pending confirmation of building regulations with Derbyshire Building Control Partnership.

Members reviewed quotes to purchase a projector.

It was RESOLVED to purchase a projector for £139.99.

**10. Gosforth Lodge**

Members reviewed the detailed quotes to professionally clean the extractor fan within Gosforth Lodge.

It was RESOLVED to recommend to Council to accept the quote of £420 for the annual extractor fan clean.

**11. Nature Park**

Members reviewed the cost to repair a fence within the Nature Park.

It was RESOLVED to recommend to Council to accept the quote for materials of £547.97 + VAT for outside services to repair a fence within the Nature Park.

**12. Church Clock**

Members reviewed the quotes for the removal of the birds' nest and repairing of the netting over the clock faces.

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

**13. Charges & Fees**

Members discussed the annual review of charges and fees for the hire of premises and sports facilities.

It was RESOLVED to recommend to council to approve an increase of approximately 5% to charges and fees for the hire of premises and sports facilities to be implemented from 1<sup>st</sup> January 2025.

#### **14. Allotments**

Members reviewed the content for the public meeting regarding the management of the allotment sites.

It was RESOLVED to send a copy of the presentation to the Chair and Vice-Chair ahead of the public meeting.

It was RESOLVED to send a copy of the presentation to D. Oxspring ahead of the public meeting once agreed by the Chair & Vice-Chair.

It was RESOLVED to send a copy of the meeting poster to all allotment holders.

#### **15. Electricity Meter**

Members reviewed the proposed disconnection of an electricity meter.

It was RESOLVED to recommend to council to accept the quote of £24.55 to disconnect and remove the electricity meter.

#### **16. Fire Checks**

Members reviewed quotes for checks of fire equipment.

It was RESOLVED to recommend to council to accept the quote of £846.50 for the six monthly fire alarm testing and annual emergency lighting and fire extinguisher testing across seven different sites & premises.

#### **17. Office Christmas Closure**

Members discussed the proposed office closure dates between Christmas and New Year.

It was RESOLVED to recommend to council to close the office from lunchtime on 24<sup>th</sup> December and reopen on 2<sup>nd</sup> January 2025.

#### **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. Lease of Land**

Cllr A. Dale did not participate in the discussion of agenda item 19.

Members discussed how to progress with regards to updating the leases for the use of land off Snape Hill Crescent and by Dronfield Junior School.

It was RESOLVED to keep the lease for Snape Hill Crescent under review and to place the items on the agenda annually, but at this time it was decided that it wouldn't be in the interest of residents to take any further action.

It was RESOLVED to contact Derbyshire County Council to propose a rent increase to £152 per year, which takes cumulative inflation into consideration, for the lease of land as part of the playground for Dronfield Junior School.

**20. Date of next meeting**

It was RESOLVED to hold the next meeting on Wednesday 13<sup>th</sup> November at 1:30pm.

Meeting closed at 2:40pm.