

Minutes of the Meeting of the Properties Advisory Committee
Held in the Council Chamber, Civic Hall on 10th February 2025

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

In attendance: J. Mitchell (Town Clerk), P. Duncan (Outside Services Team Leader) and two representatives from Dronfield Town Football Club.

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

Members reviewed the minutes of the last meeting.

It was RESOLVED to approve the minutes of the meeting held on 22 January 2025 as a true and accurate record.

4. Items for exclusion of the public

There were no items for exclusion other than the one item already identified on the agenda.

Two representatives from Dronfield Town Football Club joined the meeting.

5. Coal Aston Playing Fields

Members listened to the plans proposed by Dronfield Town Football Club for use of the football pitches at Coal Aston and the longer term plans regarding improving the drainage issues.

It was RESOLVED to work out a hire charge for use of the current pitches and toilets.

It was RESOLVED to review what responsibilities would be affected in relation to the short term and long term plans proposed and bring back to the next committee meeting.

It was RESOLVED to hold a further meeting with representatives from Dronfield Town Football Club to discuss the above.

Two representatives from Dronfield Town Football Club left the meeting.

6. Water Testing

Members were informed that a risk assessment had been carried out and that several tasks had been identified. Officers were currently in the process of gaining quotes and identifying what could be carried out internally.

It was RESOLVED to bring quotes back to the next committee meeting.

7. Allotments

Members reviewed and discussed the potential rents for each of the allotment sites to include within the new draft lease agreements following feedback from the National Allotment Society.

It was RESOLVED to recommend to Council to set an annual rent of £150 per allotment site to be linked to inflation each year, starting from April 2026.

It was RESOLVED to remove and include several clauses from the template lease and then send a draft copy to Dronfield Allotment Society to review.

8. Cliffe Park Café Service Charge

Members reviewed the expenditure to date for utilities, waste disposal, property maintenance and maintenance contracts at Gosforth Lodge and discussed the service charge which should be passed on to the tenants of Cliffe Park Café.

It was RESOLVED to recommend to Council to invoice a £3,000 service charge for the financial year 2024 – 2025 to the tenants of Cliffe Park Café.

9. Policies

Members reviewed an IT Policy and a Document Retention and Disposals Policy.

It was RESOLVED to recommend to Council to adopt the IT Policy and the Document Retention and Disposals Policy, with copies to be distributed to all council members.

10. Derbyshire Records Office

Following the discussion of the Document Retention and Disposals Policy, the option of sending some of the records to Derbyshire Records Office for storing was discussed.

It was RESOLVED to recommend to Council that copies of Council Meeting minutes between 1947 – 1974 are sent to Derbyshire Records Office and that enquiries are made with regards to sending historical burial records as well.

11. Refund Request

Members discussed a request for a refund when the hirer did not attend the venue due to snow, despite the venue being open and paths and car park being cleared.

It was RESOLVED to apply the normal cancellation policy as detailed in the Conditions of Letting.

12. Exclusion of the Press & Public

It was RESOLVED that view of the confidential nature of the items to be discussed, the committee pass the formal resolution to exclude members of the press and public from the meeting, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 section 1 paragraph 2 and the Local Government (Access to Information) Act, due to the commercially sensitive information being discussed.

13. Dronfield Woodhouse Recreation Community Rooms

Members were provided with a verbal update on the progression of the lease for the new tenant.

It was RESOLVED to note the update.

14. Date of next meeting

It was RESOLVED to hold the next meeting on Wednesday 19 March at 2pm.