

**Minutes of the Meeting of the Properties Advisory Committee**  
**Held in the Council Chamber, Civic Hall on Monday 11<sup>th</sup> March 2024**

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

In attendance: J. Mitchell (Town Clerk), M. Keys (Assistant Clerk) P. Duncan (Outside Services Team Leader) and two members of the public.

**1. Apologies**

None

**2. Declaration of Interests**

None

**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 13<sup>th</sup> February 2024 as a true and accurate record.

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

None, other than those already on the agenda.

**5. Dronfield Woodhouse Sports & Social Club**

Members received an update on Dronfield Woodhouse Sports & Social Club and reviewed the proposals for the premises that had been received.

It was RESOLVED to request further information from the preferred proposal in terms of a building plan.

It was RESOLVED that the Chair and Vice Chair meet with the resident to discuss the preferred proposal for the Sports & Social Club in further detail before then presenting to full council.

It was RESOLVED to recommend to council to accept the quote of £1,400 for the complete clearance of the remaining items from inside the Sports & Social premises.

Two members of the public left the meeting at 1:50pm.

**6. Sheffield FC**

Members reviewed a request for support regarding a Sport England comment on a potential planning application.

It was RESOLVED to contact the interested party and request further details of the potential funding available and a copy of the Sport England holding comment before further consideration can be given to the proposal.

**7. Dronfield Town FC**

Members received verbal feedback from the meeting with Dronfield Town FC.

It was RESOLVED to refer the outstanding invoice matter back to the Budget Committee.

It was RESOLVED to note the update.

**8. Tree Work**

Members received a quote for tree work requested by a resident and to rectify work carried out in Lea Brook Valley. They also reviewed a request from a resident to carry out work on a tree on Town Council land.

It was RESOLVED not to approve the request for tree work from a resident.

It was RESOLVED to write to the resident regarding the tree in Lea Brook Valley outlining the costs incurred.

It was RESOLVED to request further details from the resident regarding the proposed work and delegate the decision for the tree work on Town Council land to the Town Clerk in consultation with the Chair.

**9. Lightning Protection System**

Members received an update regarding the lightning protection system at the Civic Hall.

It was RESOLVED to check the current building insurance policy with regards to a lightning protection system.

**10. Photocopier Proposal**

Members reviewed a quote to replace the current photocopier.

It was RESOLVED to clarify the service charge cost when purchasing a new photocopier.

It was RESOLVED to seek alternative quotes from other providers for a new photocopier and bring back to the next committee meeting.

**11. Social Media Support**

Members reviewed a proposal to provide Social Media Support.

It was RESOLVED not to accept the offer for Social Media Support.

**12. Tractor Quote**

Members reviewed a quote for a new tractor for the 2024-2025 financial year.

It was RESOLVED to seek alternative quotes from tractor dealers for a used tractor.

**13. 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).

**14. Cemetery Lodge**

Members discussed the potential tenancy renewal of Cemetery Lodge.

It was RESOLVED to recommend to council to extend the current tenancy agreement and obtain a recommendation from Saxton Mee for the current rental cost.

**15. Cliffe Park Café Service Charge**

Members received verbal feedback from the meeting with the tenant regarding the service charge.

It was RESOLVED to recommend to council to increase the service charge to £2,500 for 2023-24 and review the service charge in one years' time.

**16. Horticultural Society**

Members received verbal feedback from the informal meeting with the Horticultural Society.

It was RESOLVED to write to the Horticultural Society and request the date of their proposed AGM and a subsequent copy of the meeting minutes.

It was RESOLVED to request a copy of the Horticultural Society accounts.

It was RESOLVED to draft the heads of terms for potential new leases for the allotment sites and check if there are any templates available from council associations.

It was RESOLVED to contact NEDDC regarding a land registration matter.

**17. Date of next meeting**

The date of the next meeting has been set for Friday 19<sup>th</sup> April at 11:30am.

Meeting closed at 3:15pm