

**Minutes of the Meeting of the Properties Advisory Committee**  
**Held in the Council Chamber, Civic Hall on 30<sup>th</sup> May 2023**

Present: Cllr A Dale, Cllr L Deighton Cllr P Jones and Cllr M Foster.

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

**1. Election of Chair**

Cllr Alex Dale was nominated and seconded as Chair. No other nominations were received.

Cllr Mark Foster was nominated and seconded as Vice Chair. No other nominations were received.

It was RESOLVED to appoint Cllr Alex Dale as Chair of the Properties Advisory Committee.

It was RESOLVED to appoint Cllr Mark Foster as Vice Chair of the Properties Advisory Committee.

**2. Apologies**

There were no apologies.

**3. Declaration of Interests**

Cllr A Dale declared that the equipment for the Well Dressing was stored by him. No were no other declarations of interest.

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

Members received and reviewed a copy of the minutes.

It was RESOLVED to approve the minutes as a true and accurate record of the Properties Advisory Committee Meeting held on 30<sup>th</sup> April 2023.

**5. Terms Of Reference**

Members received and reviewed a copy of the Terms of Reference for the Properties Advisory Committee.

It was RESOLVED to recommend to council to approve the Terms of Reference for the Properties Advisory Committee – see Appendix A.

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

There were no further items for exclusion of the public other than those already identified on the agenda.

**7. Civic Hall Lift Maintenance**

Members reviewed quotes for new lift maintenance providers from January 2024.

It was RESOLVED to recommend to Council to accept the quote of £480 + VAT from ADR Lifts for the 2024 annual lift service contract.

**8. Cliffe Park Changing Rooms**

Members reviewed quotes for new changing room panels and hardware at Cliffe Park.

It was RESOLVED to recommend to Council to accept the quote of £844.70 + VAT from Supafit for new changing room panels and hardware for the changing rooms at Cliffe Park.

**9. Fire Risk Assessments**

Members reviewed the feedback following the Fire Risk Assessments at the Civic Hall, Gosforth Lodge and the Works Depot.

It was RESOLVED to note the updates.

It was RESOLVED to recommend to council to delegate the expenditure to undertake the required actions following the Fire Risk Assessments to the Town Clerk in consultation with the Chair of the Properties Advisory Committee.

It was RESOLVED to send a copy of the Fire Risk Assessments and actions to the members of the committee and review the actions taken at the September Properties Advisory Committee meeting.

**10. Fixed Wire Testing**

Members reviewed two quotes for fixed wire testing at the Civic Hall, Cliffe Park and Coal Aston.

It was RESOLVED to recommend to council to wait for the third quote for the fixed wire testing and to delegate authority to the Town Clerk in consultation with the Chair of the Committee of which quote to accept.

**11. Coal Aston FA Funding**

Members received a verbal update on the required pitch inspections.

It was RESOLVED to note the update.

**12. Stonelow Licences**

Members received a verbal update following meetings with Coal Aston Cricket Club and Dronfield Town Football Club regarding the implementation of a licence agreement for use of the bottom pitch.

It was RESOLVED for the Town Clerk to collate a timeline and send a summary of the previous resolutions regarding the leases and licenses to all committee members and then arrange a meeting with the clubs.

**13. Running Track**

Members reviewed a request from Dronfield Running Club for the marking out of a running track.

It was RESOLVED to contact a representative of Dronfield Running Club and request they put together some possible options and present them at the next Properties Advisory Committee meeting.

**14. Sports Pitch Application**

Members reviewed an application for a new team to play at Coal Aston on Saturdays.

It was RESOLVED not to allow a new team to play at Coal Aston on Saturdays due to the pitch already being in use by other Dronfield teams.

**15. Arts Festival**

Members reviewed a request to use the Civic Hall free of charge for the upcoming Arts Festival in lieu of sponsorship.

It was RESOLVED to recommend to council to allow usage of the Civic Hall free of charge for the upcoming Arts Festival in lieu of sponsorship.

**16. Well Dressing**

Members reviewed a request to use the well site on Carr Lane for the annual well dressing.

It was RESOLVED to recommend to council to permit the request to use the well site on Carr Lane for the annual well dressing.

**17. Tree Work**

Members reviewed quotes for the required medium priority tree work at Cliffe Park.

It was RESOLVED to recommend to council to accept the quote of £5,700 for the medium priority tree work at Cliffe Park.

It was RESOLVED to recommend to council to delegate acceptance for the cost of the low priority tree work to the Town Clerk in consultation with the Chair of the Committee.

**18. Cemetery Lodge**

Members reviewed a request from the tenants.

It was RESOLVED to recommend to council to grant permission for the request from the tenants, with any damage caused to be rectified by the tenant.

**19. Garden Request**

Members reviewed a request to set up a community garden.

It was RESOLVED to phone the resident and suggest the existing allotments could be used for a community garden, due to the availability of running water or alternatively there are already several community gardens they could help volunteer with at Dronfield Barn, Sainsburys and the Leabrook Valley.

**20. Dog and Litter Bins**

Members reviewed a resident request for an additional dog and litter bin.

It was RESOLVED to defer this request to the next meeting pending a review of current bin locations within the area.

**21. Dates of Meetings**

It was RESOLVED to arrange meeting dates with committee members via email at the start of each month.

**22. Exclusion of the Press and 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 the sensitive commercial nature of the issues being discussed.)

**23. Dronfield Woodhouse Sports and Social Club (DWSSC)**

Members were provided with a verbal update on the agreed actions to be undertaken by DWSSC following the previous Properties Advisory Committee Meeting and to review a request from DWSSC to allow food vendors to use the car park on a weekly basis.

It was RESOLVED to arrange a meeting with representatives of Dronfield Woodhouse Sports & Social Club committee regarding the outstanding actions agreed at the meeting in April 2023.

It was RESOLVED to defer the decision to allow food vendors to use the car park on a weekly basis until after the meeting with representatives of DWSSC committee.

**24. Deed of Variation to Deed of Easement**

Members were informed that a Deed of Variation to the Deed of Easement for Land on the North Side of Eckington Road had been completed to permit one further residence to be connected to the drainage system and this now needed to be executed as a deed by the council.

It was RESOLVED to recommend to Council to execute the Deed of Variation to the Deed of Easement for Land on the North Side of Eckington Road.

Meeting closed at 10:55am

## APPENDIX A

### DRONFIELD TOWN COUNCIL PROPERTIES COMMITTEE TERMS OF REFERENCE

---

#### **Membership**

The Committee shall consist of five members of the Council. The Mayor and Deputy Mayor are ex officio members of this Committee.

#### **Chairman**

At the first meeting of the Committee after the Annual Meeting of the Council the first business will be to appoint a Chairman and Vice Chairman of the Committee.

#### **Frequency of Meetings**

Meetings will be held on a monthly basis with the exception of August.

#### **Quorum**

A quorum at each meeting shall be 3 members.

#### **Staff Attendance**

The Town Clerk shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

#### **Terms of Reference**

The Committee is appointed to make decisions relating to Council properties subject to budget and expenditure limits decided by the Council.

1. To ensure that all Council properties and assets are properly maintained and managed.
2. To ensure that all Council properties comply with Health and Safety requirements.
3. To ensure that all Council properties and assets are covered by adequate insurance.
4. To ensure that any matters relating to properties and assets are dealt with quickly and correctly.
5. To ensure that all requests for capital purchases are referred to the Council.
6. To ensure that if any legal issues arise these are handled in consultation with the Council.