

**Minutes of the Meeting of the Properties Advisory Committee**  
**Held in the Council Chamber, Civic Hall on 15<sup>th</sup> January 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) and P. Duncan (Outside Services Team Leader)

**1. Apologies**

There were no apologies.

**2. Declaration of Interests**

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

It was RESOLVED to approve the minutes of the meeting held on 14<sup>th</sup> December 2023 as a true and accurate record.

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

There were no items for exclusion of the public.

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

Members were provided with a written and verbal update and discussed what to do with the remaining contents of the premises.

It was RESOLVED to gain quotes for a one-year contract for the gas supply.

It was RESOLVED not to proceed with a new building survey and instead circulate the previous survey conducted in 2020 to all committee members.

It was RESOLVED to recommend to council to sign up for a rolling 30 day contract for the SIM cards for the five CCTV cameras at a cost of £7 per month per SIM card.

It was RESOLVED to take legal advice regarding the next steps to clear the premises of the current contents following the expiry for their collection on 19<sup>th</sup> January 2024.

It was RESOLVED to note the update given.

Cllr M. Foster joined the meeting at 1:40pm.

**6. Cliffe Park Café Service Charge**

Members reviewed the costs and calculations for the Cliffe Park Café service charge.

It was RESOLVED to review historical inflation rates to obtain the new service charge for Cliffe Park Café and raise an invoice for 2023-2024.

**7. Asbestos Survey Results**

Members discussed the results of the asbestos surveys.

It was RESOLVED to note the update.

**8. RAAC Surveys**

Members reviewed the quotes to carry out the RAAC surveys.

It was RESOLVED to defer the RAAC survey quotations until the next meeting and consult with DALC for further guidance relating to the Town Council premises.

**9. Telecoms and Broadband Contracts**

Members received an update on the current telecoms and broadband contracts and quotes for the Civic Hall including the phone line for the alarm system.

It was RESOLVED to note the move to BT as the new broadband supplier for the Civic Hall following the sale of the previous supplier to BT.

It was RESOLVED to recommend to Council to accept the quote of £100 to upgrade the alarm system from a landline to a SIM card connection.

It was RESOLVED to recommend to Council to accept the quote of £19 per mobile per month from Cloudy IT to transfer the five mobile phone contracts to them, saving c£500 per annum.

**10. Shutter Door Servicing**

Members reviewed three quotes for the annual servicing of the shutter doors.

It was RESOLVED to recommend to Council to accept the quote of £2,925 + VAT for the annual servicing of the shutter doors.

**11. Bowling Greens**

Members reviewed the quotes to replace the edging around the bowling green at Coal Aston.

It was RESOLVED to recommend to Council to accept the quote of £334.15 + VAT for replacement edging around the bowling green at Coal Aston and for outside services to install.

**12. Tree Work**

Members received an update regarding various tree work and feedback from an independent tree surgeon.

It was RESOLVED to recommend to Council to accept the quote of £600 for the required tree work in the Cemetery following storm damage, pending confirmation of the trees included.

It was RESOLVED to recommend to Council to accept the quote of £2,250 for the high and medium priority tree work identified at Dronfield Woodhouse Recreation Ground following a recent tree survey.

It was RESOLVED to note the tree surgeons feedback regarding a tree on land behind Poplar Close and one at Sindelfingen Park.

### **13. Coal Aston Changing Rooms**

Members were provided with an update on the issue with the boiler at Coal Aston Changing Rooms.

It was RESOLVED to recommend to Council to accept the quotes of £550 + VAT and £395 + VAT to install ventilation and fix the LPG boiler at Coal Aston Changing Rooms.

### **14. Stonelow**

Members were provided with an update following a meeting with Coal Aston Cricket Club.

It was RESOLVED to recommend to council to grant permission for Coal Aston Cricket Club to install a vehicle gate and pedestrian gate on to the site from Stonelow car park.

It was RESOLVED to recommend to council to grant permission to Dronfield Town FC for the installation of the requested footpath/track, pending agreed dimension and exact location, using RecoPave 80 pending the agreement that the footpath will be joined to the existing public footpath, for any supporter access otherwise the footpath/track is to be used for vehicle access only with no cost to the Council.

It was RESOLVED to discuss with Dronfield Town FC if they could use their alternative main access gate to provide access for maintenance to the bottom pitches.

It was RESOLVED to discuss with Dronfield Town FC about what their plans are with regards to improving the drainage on the bottom pitch and when this work would be carried out to ensure it doesn't clash with the cricket club.

### **15. Allotments**

Members were provided with a verbal update following a meeting with Dronfield Horticultural Society.

It was RESOLVED to note the update and take advice on various matters.

It was RESOLVED to obtain a quote from a solicitor to implement four new lease agreements for the allotment sites with Dronfield Horticultural Society.

**16. Conditions of Letting**

Members reviewed the Conditions of Letting for Gosforth Lodge.

It was RESOLVED to recommend to Council approve the updated Conditions of Letting for Gosforth Lodge.

**17. Bus Shelter**

Members reviewed a request for a new bus shelter on Gosforth Drive.

It was RESOLVED to write back to the resident and inform them that both the Town Council and County Council felt there was enough shelter provision on the bus route on Gosforth Drive already.

**18. Website**

Members were provided with an update regarding the Town Council website provider.

It was RESOLVED to recommend to Council to stay with Cuttlefish, the existing software licence provider, for the provision of the Town Council website at the same monthly cost paid to the current provider.

**19. Protect Duty – Martyn’s Law**

Members discussed and reviewed the potential implications of Martyn’s Law for the Town Council.

It was RESOLVED to note the update and bringing back to a future committee meeting when further details and implications are identified.

**20. Date of next meeting**

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

Meeting closed at 3:20pm