

Minutes of the Meeting of the Properties Advisory Committee
Held in the Council Chamber, Civic Hall on Friday 20th September 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)

AGENDA

1. Apologies

There were no apologies.

2. Declaration of Interests

Cllr Dale declared a non-pecuniary interest in relation to agenda item 20.

3. To approve the minutes of the last meeting

It was RESOLVED to approve the minutes of the meeting held on 19th July 2024 as a true and accurate record of the meeting.

4. Items for exclusion of the public

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

5. Shutter Doors

Members reviewed the feedback regarding shutter doors and the quotes gained to replace some of the doors with steel doors instead of shutters.

It was RESOLVED to note the quotes.

It was RESOLVED to consult with Derbyshire Building Control Partnership and DALC to specify the specific shutter door legislation.

6. Health & Safety Audit

Members reviewed the feedback from the Health & Safety Audit, quotes for the required work to be carried out and the revised and updated documentation.

It was RESOLVED to recommend to council that the Health & Safety Policy provided by Croner is adopted with immediate effect and issued to employees and replaces the current Policy in place.

It was RESOLVED to recommend to council that the Employee & Contractors Handbook provided by Croner is adopted with immediate effect and distributed to employees and contractors.

It was RESOLVED to recommend to council that the Health & Safety General Policy Statement is adopted by council with immediate effect and is signed by the Chair of the Council and added to the website.

It was RESOLVED to recommend to council that a Legionella Risk Assessment is carried out at eight sites for a cost of £450.

It was RESOLVED to delegate the remaining items for attention from the Health & Safety Audit to the Town Clerk and to agenda an update on the actions in six months' time.

7. Fire Risk Assessment

Members were provided with an update on the actions following the Fire Risk Assessment.

It was RESOLVED to note the update.

Members reviewed quotes for the professional cleaning of the extractor fan at Gosforth Lodge.

It was RESOLVED to obtain a breakdown of the work involved and review again at the next committee meeting.

8. Stonelow Recreation Ground

Members reviewed alternative options to repair or replace the fencing around the perimeter wall at Stonelow Recreation Ground.

It was RESOLVED to recommend to council to accept the quote of £2,684 plus the cost for postcrete for the new v-mesh security fencing for the perimeter of Stonelow Recreation Ground.

Members received an update with regards to the vandalism of the new signage at Stonelow Recreation Ground.

It was RESOLVED to repair the signage where possible.

9. Trees

Members discussed various requests from residents.

It was RESOLVED to contact the resident to establish the ownership of the tree on Ferndale Close.

It was RESOLVED to remove the self-setter tree on Council land next to the footpath at the rear of Fairwinds Close.

10. Land Registry

Members reviewed the solicitors revised fee for the first registration of four pieces of land.

It was RESOLVED to recommend to council to accept the revised solicitors fee of an additional £755 to register four pieces of land.

11. War Memorial & Peel Monument

Members discussed requests to clean the War Memorial & Peel Monument and reviewed quotes.

It was RESOLVED request a further quote from the contractor last used to clean the war memorial and defer this agenda item until the next meeting.

It was RESOLVED not to clean the Peel Monument following advice from heritage experts.

It was RESOLVED to contact North East Derbyshire District Council and request the cleaning and maintenance of the Library Garden grounds due to the overgrowth of weeds and grass through the brickwork.

12. Civic Hall

Members discussed options following the removal of the platform lift.

It was RESOLVED to install a matching small staircase to the stage in the Civic Hall as per the opposite side and bring quotes for the work to the next meeting.

Members discussed permission for animals in the Civic Hall.

It was RESOLVED to recommend to council to delegate the decision for the permission for suitable small animals in the Civic Hall to the Town Clerk in consultation with the Chair of the Properties Committee for all future requests.

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

It was RESOLVED to recommend to council to grant permission for Dronfield Arts Festival to use the Civic Hall free of charge in lieu of sponsorship on 19th & 20th July 2025.

Members reviewed a forthcoming booking in the Civic Hall.

It was RESOLVED to note the update.

13. Annual Invoices

Members reviewed the charges for the annual invoices issued for various pieces of land and property.

It was RESOLVED to recommend to council that the rent for the Scouts remains the same.

It was RESOLVED to recommend to council to implement a £5 increase for CACC use of the shed at Stonelow.

It was RESOLVED recommend to council to implement a £5 increase for the annual rent of the bowling pavilions for each club.

It was RESOLVED to recommend to council to implement a £5 increase to the allotment annual rent across all sites.

It was RESOLVED to recommend to council that there be no increase to the Old Peoples Welfare annual rent, pending a discussion with Cllr Coles who volunteers with the Old Peoples Welfare group.

14. Properties Committee Budget

Members discussed the 2025-2026 budget requirements of the Properties Advisory Committee.

It was RESOLVED to request an expenditure budget of £403,122 for the Properties Advisory Committee, with an estimated income of £106,100 being generated from Town Council properties and facilities.

15. 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).

16. Dronfield Woodhouse Sports & Social Club

Members were provided with an update on the new lease agreement.

It was RESOLVED to note the update.

It was RESOLVED to update the potential lessee with regards to possible future car park maintenance, as a shared space.

17. Insurance Claims

Members were provided with an update on an insurance claim.

It was RESOLVED to recommend to council to advise the insurance company that the Town Council agrees to this matter going to litigation.

18. Allotments

Members discussed the ongoing management of the allotment sites.

It was RESOLVED to organise a public meeting in November regarding the future management of the allotment sites, the date of which is yet to be agreed.

19. Land

Members discussed how to proceed with regards to the land registered to NEDDC.

It was RESOLVED to defer this item to the next meeting, pending further discussions.

20. Leases

Members were advised that the leases in place for the land off Snape Hill Crescent and for land used by Dronfield Junior School had both expired.

It was RESOLVED to defer this item to the next meeting, pending further examination of the current leases in place.

21. Date of next meeting

It was RESOLVED to hold the next meeting on Tuesday 22nd October at 1:30pm.

Meeting closed at 11:58pm.