

**Minutes of the Meeting of the Properties Advisory Committee**  
**Held in the Council Chamber, Civic Hall on 19<sup>th</sup> March 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), M. Keys (Assistant Clerk) and two representatives from Dronfield Ministry.

**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 10<sup>th</sup> February 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 Ministry joined the meeting.

**5. Church Clock**

Members met with representatives from the Church regarding contributions to the repair costs for the netting on the Church Tower, so that the clock can be serviced.

It was RESOLVED to email a copy of the repair quote to the Church Council for assessment and consideration of contributing to costs at their next meeting in April 2025.

Two representatives from Dronfield Ministry left the meeting.

**6. Bus Shelters**

Members reviewed correspondence from Derbyshire County Council regarding the replacement of three bus shelters within the town.

Members also reviewed the decision regarding the repair or removal of the bus shelter on Leabrook Road.

It was RESOLVED to agree to Derbyshire County Council replacing three bus shelters on Cemetery Road, Gosforth Drive and Pentland Road at no cost to the Council, and with no change to the ongoing maintenance agreement in place.

It was RESOLVED to request the removal of the bus shelter on Leabrook Road at a cost of £750, as it is no longer on a bus service route, under delegated powers.

**7. Trees**

Members reviewed the contract for conducting tree surveys and tree work.

It was RESOLVED to obtain three quotes for trial tree surveys at Dronfield Cemetery and Sindelfingen Park.

Members discussed resident's concerns regarding trees off Snape Hill Crescent and Birches Fold.

It was RESOLVED to undertake no further maintenance on the trees off Snape Hill Crescent and inform the resident.

It was RESOLVED to undertake no further maintenance on the trees on Birches Fold and inform the resident.

#### **8. Health & Safety Audit**

Members were provided with a verbal update on the actions from the annual Health & Safety Audit.

It was RESOLVED to note the updates and place this item on the agenda for the June Properties Committee meeting before the next annual Health & Safety Audit review.

It was RESOLVED to note the results of the annual shutter door inspections and pass on the recommendations following the inspections to the Cricket and Football clubs, where the shutter doors had failed.

#### **9. Ovens**

Members reviewed the gas safety reports for the ovens at the Civic Hall and Gosforth Lodge.

It was RESOLVED to remove both gas ovens as a gas safety certificate could not be issued for them and arrange for the gas to be capped off.

It was RESOLVED to replace the oven at Gosforth Lodge with an electric oven instead.

It was RESOLVED to gain a further quote and then delegate the decision for the cost of the new electric oven to the Town Clerk in consultation with the Chair of the Properties Committee, under delegated powers.

#### **10. Water Testing**

Members reviewed quotes for the work required following the water risk assessment.

It was RESOLVED to defer this item to the next meeting to allow time for quotes to be returned.

#### **11. Civic Hall**

Members reviewed a quote to repair the lift within the Civic Hall.

It was RESOLVED to accept the quote of £875 to repair the lift within the Civic Hall, under delegated powers.

Members reviewed a request for free use of the Civic Hall.

It was RESOLVED to recommend to the applicant to apply for grant funding from the Town Council to cover the cost of the room hire, rather than providing a room free of charge.

## **12. Dog Waste Bins**

Members were informed that 17 dog waste bins required replacing following the annual inspection for new dog waste bins and reviewed quotes. The Outside Services Team Leader, informed members that around half of them needed replacing urgently but the other half could be replaced next year.

It was RESOLVED to recommend to Council to replace nine of the dog bins that are beyond repair at a cost of £1,525 + VAT and delivery costs with a view to replacing the remaining eight dog bins next year.

## **13. Coal Aston Playing Fields**

Members reviewed potential income and savings for the short and long term plans from hiring out or leasing the football pitches at Coal Aston to Dronfield Town Football. Members were also provided with a report and photos from a recent inspection of the property that DTFC already lease at Stonelow.

It was RESOLVED to write to Dronfield Town FC and inform them that Council are happy to discuss the Coal Aston proposal, pending the required maintenance and housekeeping improvements to the Stonelow premises and site first - and to arrange a meeting for representatives from the Club to meet with a representative from the Town Council to discuss the required maintenance and housekeeping on site.

## **14. Civic Society**

Members discussed additional requests from the Civic Society in relation to the bequest left to them.

It was RESOLVED to decline the additional requests from the Civic Society and inform the Civic Society of the decision.

## **15. Cemetery Lodge**

Members reviewed quotes for the work required to the flat roof at Cemetery Lodge.

It was RESOLVED to recommend to Council to accept the estimated quote of £3,330 + VAT for the work required to the flat roof at Cemetery Lodge, pending enquiries regarding cost with thicker rubber roofing and the length of warranty and pending one further quote.

Members discussed the Cemetery Lodge Tenancy Agreement.

It was RESOLVED to recommend to council to offer a new Short Term Tenancy Agreement, for Cemetery Lodge, pending a rent review from Saxton Mee to obtain an up-to-date rent figure.

## **16. Marsh Avenue Fencing**

Members reviewed quotes for the work required to repair the fencing at Marsh Avenue.

It was RESOLVED to accept the quote of £220 for replacement fencing, under delegated powers.

## **17. Allotments**

Members discussed some queries raised by Dronfield Allotment Society regarding the draft leases.

It was RESOLVED to note the updates and respond to Dronfield Allotment Society.

It was RESOLVED for the Town Clerk and the Outside Services Team Leader to arrange a site visit to address queries relating to the boundaries on the maps.

**18. Website**

Members reviewed the cost for the website annual license, hosting and support for the period 1st May 2025 - 30th Apr 2026.

It was RESOLVED to accept the cost of £400 for the website annual license, hosting and support for the period 1st May 2025 - 30th Apr 2026.

**19. 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 commercially sensitive information being discussed).

**20. Dronfield Woodhouse Recreation Community Rooms**

Members were provided with a verbal update on the progress of the new lease.

It was RESOLVED to note the update.

**21. Date of next meeting**

It was RESOLVED to hold the next meeting on Wednesday 7th May at 1:30pm.

Meeting ended at 3:41pm.