

**Minutes of the Meeting of the Properties Advisory Committee**  
**Held in the Council Chamber, Civic Hall on 13<sup>th</sup> February 2024**

Present: Cllr G. Baxter, 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 one member of the public.

**1. Apologies**

Apologies were received from Cllr M. Foster.

**2. Declaration of Interests**

None

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

Members received a copy of the minutes from the previous meeting.

It was RESOLVED to approve the minutes of the meeting held on 15<sup>th</sup> January 2024 as a true and accurate record.

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

It was RESOLVED to move a part of the discussion regarding Dronfield Woodhouse Sports & Social Club into the confidential section of the meeting due to the legal advice being received.

**5. Dronfield Woodhouse Sports & Social Club (DWSSC)**

Members received an update on Dronfield Woodhouse Sports & Social Club from the Town Clerk and the Chair of the Committee.

The Chair informed the committee that two informal meetings had been held with parties interested in the Sports & Social Club including one with representatives from Sheffield FC which also included potential investment on the recreation ground.

It was RESOLVED to consider a new separate electrical connection for Dronfield Woodhouse bowling club, so they can start the new bowling season on-time and/or consider the possibility of using a generator as a back-up option.

One member of the public left the meeting at 1:45pm.

It was RESOLVED to contact all parties that had expressed an interest in Dronfield Woodhouse Sports & Social Club, to explain the condition of the building and send them a copy of the Building Survey Report and if they were still interested request a more detailed proposal of their plans and funding for the maintenance of the premises.

It was RESOLVED to obtain a quote for demolition and salvage of Dronfield Woodhouse Sports & Social Club.

It was RESOLVED to gain land valuation quotes of Dronfield Woodhouse Recreation Ground with the existing premises and without the premises.

**6. RAAC Surveys**

Members received the advice from DALC and reviewed the quotes to carry out the RAAC surveys.

It was RESOLVED to recommend to council to carry out RAAC surveys at the Civic Hall and the pavilion at Stonelow at an estimated cost of £1,800 + VAT.

**7. Bowling Greens**

Members reviewed a request for timber to replace the wooden boards around the bowling greens at Dronfield Woodhouse and Cliffe Park.

It was RESOLVED to recommend to Council to accept the estimated quote of £334.15 + VAT to replace the wooden boards around the bowling green at Dronfield Woodhouse.

It was RESOLVED to recommend to Council to accept the estimated quote of £334.15 + VAT to replace the wooden boards around the bowling green at Cliffe Park.

**8. Tree Work**

Members reviewed the recent tree survey results from the Nature Park and the recommended work.

It was RESOLVED to recommend to Council to accept the quote of £1,800 + VAT for the required tree work at the Nature Park.

**9. Lightning Protection System**

Members were informed that the initial remedial work required on the Lightning Protection system at the Civic Hall had been carried out however the system had still failed, and further work was required and recommended.

It was RESOLVED to recommend to Council to accept the quote of £11,732.40 + VAT pending confirmation that a completely new lightning protection system would not be a cheaper option.

**10. Civic Hall Platform Lift**

Members discussed the maintenance of the Civic Hall Platform Lift.

It was RESOLVED to seek an alternative quote for insurance cover solely for the Civic Hall Platform Lift.

**11. Gosforth Lodge**

Members discussed a request from Dronfield Footpaths and Bridleways Society to use Gosforth Lodge free of charge.

It was RESOLVED not to offer free use of Gosforth Lodge but to instead offer the community booking rate with the resident's discount to Dronfield Footpaths and Bridleways Society for the hire of Gosforth Lodge.

#### **12. IT Support Contract**

Members reviewed the annual contract for continued IT support.

It was RESOLVED to accept the quote of £350.80 + VAT per month for the renewal of the annual contract for continued IT support.

#### **13. Bedding Plants & Hanging Baskets**

Members reviewed the quote for the annual bedding plants and hanging baskets for 2024 and were informed that the supplier required the order to be placed immediately and that the costs were included within the 2024-2025 budget.

It was RESOLVED to recommend to Council to accept the quote of £1,069.40 + VAT for the 2024 annual bedding plants.

It was RESOLVED to recommend to Council to accept the quote of £2,800 + VAT for the 2024 hanging baskets.

#### **14. Cliffe Park Café Service Charge**

Members reviewed the Cliffe Park Café Service Charge again and were informed of the utility and waste disposal costs for the first 10 months of 2023-2024.

It was RESOLVED to arrange a meeting with the tenant to discuss increasing the Cliffe Park Café Service Charge.

#### **15. Dronfield Town FC**

Members reviewed the risk assessment for the Dronfield Town 10K run and funrun that had been submitted and the Clerk highlighted concerns that the event fell during the licence period for Coal Aston Cricket Club to use the bottom pitch at Stonelow, which part of the route crosses.

The Clerk also highlighted that a signed copy of the licence for use of the bottom pitch at Stonelow had not yet been received from Dronfield Town FC.

It was RESOLVED to arrange a meeting with Dronfield Town FC to discuss several matters including the route for the 10K, the licence agreement and the decision on the proposed path.

#### **16. Land off Snape Hill Crescent**

Members were informed that no response had been received since sending the letter to the lease holders in December 2023.

It was RESOLVED to re-send the original letter to the previous lease holders to the alternative address on file at Companies House.

**17. Insurance Claim**

Members received a verbal update on recent insurance claims.

It was RESOLVED to note the update.

**18. EM Lawshare Framework**

Members received a verbal update on advice received regarding the EM Lawshare Framework.

It was RESOLVED to note the update.

**19. Exclusion of the Press & Public**

To resolve 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 legal advice being discussed).

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

Members received the legal advice from Taylor & Emmet regarding the sale of goods remaining at the premises and the disposal of any goods.

It was RESOLVED to obtain a quote from a house clearance or auction company to value and sell the remaining items and for outside services to also identify any goods belonging to third parties and arrange for their return or collection.

**21. Allotments**

Members discussed the advice received and were informed of a land matter relating to one of the allotments.

It was RESOLVED to defer this item to the next Properties Advisory Committee Meeting for further consideration and in the meantime to arrange a meeting with representatives of Dronfield Horticultural Society.

**22. Date of next meeting**

It was RESOLVED to hold the next meeting on Monday 11<sup>th</sup> March 2024 at 1:30pm.

Meeting closed at 3:15pm