PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 7th January 2019 at 6.30pm

PRESENT Cllr Mr A Glendinning (Chairman), Cllr Mrs V Morgans, Cllr P Strawbridge, Cllr Ms M Vincent, Cllr P Humphries and Cllr G Watkinson.

Also in attendance Cllr Mrs H Ayer, Mr N Hitch (Town Clerk), Mr S Field (Projects and Office Manager), Mr Jon Tucker (Halls Manager) and Mrs P Norris (Committee Administrator). There were 4 members of the public present and 1 member of the press.

PH 0551 CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the meeting and wished everyone a Happy New Year.

PH 0552 APOLOGIES FOR ABSENCE

There were no apologies.

PH 0553 DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

PH 0554 DECLARATIONS OF INTEREST

There were no declarations of interest

PH 0555 APPROVAL OF MINUTES

The Public Halls Committee minutes of the meeting held on 12th November 2018, previously circulated, were approved.

RESOLVED: that the Minutes of the Public Halls Committee, held on 12th November 2018, be approved

PH 0556 PUBLIC REPRESENTATION

Mr Simon Auty stated that he was pleased to see that the proposal for the new compatible lighting desk was on the agenda and that the Petersfield Town Council was keeping systems up-to-date. Mr Auty gave congratulations to Petersfield Town Council for consulting users of the Festival Hall and for appointing a consultant to produce a business plan.

PH 0557 **PRESENTATION FROM FOSTER WILSON ARCHITECTS**

Members received a presentation from Tim Foster, Foster Wilson Architects, Chris Moore, ACL and Will Swanson, Ainsley & Partners in respect of the latest RIBA 2 drawings. Members received a summary of proposals *(appendix a).*

Chris Moore informed members that he will produce a business case/plan for the development of the Festival Hall. He will produce a list of consultees. A report will be received in February.

Members discussed the opportunity to apply for fund raising. It was agreed that this will be added to the agenda for the Public Halls Committee in February.

Members discussed the consultation process and agreed this will be added to the agenda for the Public Halls Committee in February.

RESOLVED: **that Fund Raising Strategy and Consultation be added to the Public Halls Committee February meeting agenda.**

Cllr Mrs H Ayer left at 7.45pm.

PH 0558 **HALLS MANAGER REPORT**

Members received a verbal report from the Halls Manager. The Finance Department has now relocated to the offices on the first floor. The Town Clerk will move to the new offices at the end of January when the new telephone system is installed. The Town Clerk informed members that the Facilities Team had worked extremely hard to achieve this.

It was queried if the Acoustic Report had been received in respect of the Avenue Pavilion; this had not yet been received. This would be followed up by officers.

PH 0559 **COMPATIBLE LIGHTING DESK**

Members received quotes from three companies for a new compatible lighting desk. Members recommended the new desk from Company A.

RECOMMENDED: **that a new compatible lighting desk be purchased from Company A. Funds will come from Capital Earmarked Reserves of £12,000 specified for the project with the remainder coming from Earmarked**

Reserves on longer required for their original purpose.

PH 0560 **COSTS FOR THE DESIGN OF THE LEFT WING GROUND FLOOR**

Members received and noted the costs from Foster Wilson Architects in respect of design of the left wing ground floor. Costed options for the future siting of The Town Visitor Centre are still to be presented to the Finance & General Purposes Committee.

PH 0561 **PROPOSAL FROM JIGSAW MONTESSORI FOR SITING OF AN ADDITIONAL STRUCTURE**

Members discussed a proposal from Jigsaw Montessori for siting of an additional structure at the Love Lane, it was decided that more information was required and that Jigsaw Montessori be invited to the next Town Council meeting.

RESOLVED: **that Jigsaw Montessori to present their proposal to the Town Council meeting.**

PH 0562 **AUDITEL REPORT FOR OCTOBER**

Members received the Auditel report for August and September. There were no specific queries raised.

PH 0563 **FESTIVAL HALL BUSINESS PLAN**

The Festival Hall Business Plan was not available.

CONFIDENTIAL

PH 0564 **STAFF OR OTHER CONFIDENTIAL MATTERS**

There were no staff matters to discuss

There being no further business, the meeting closed at 8.19 pm

Appendix a.

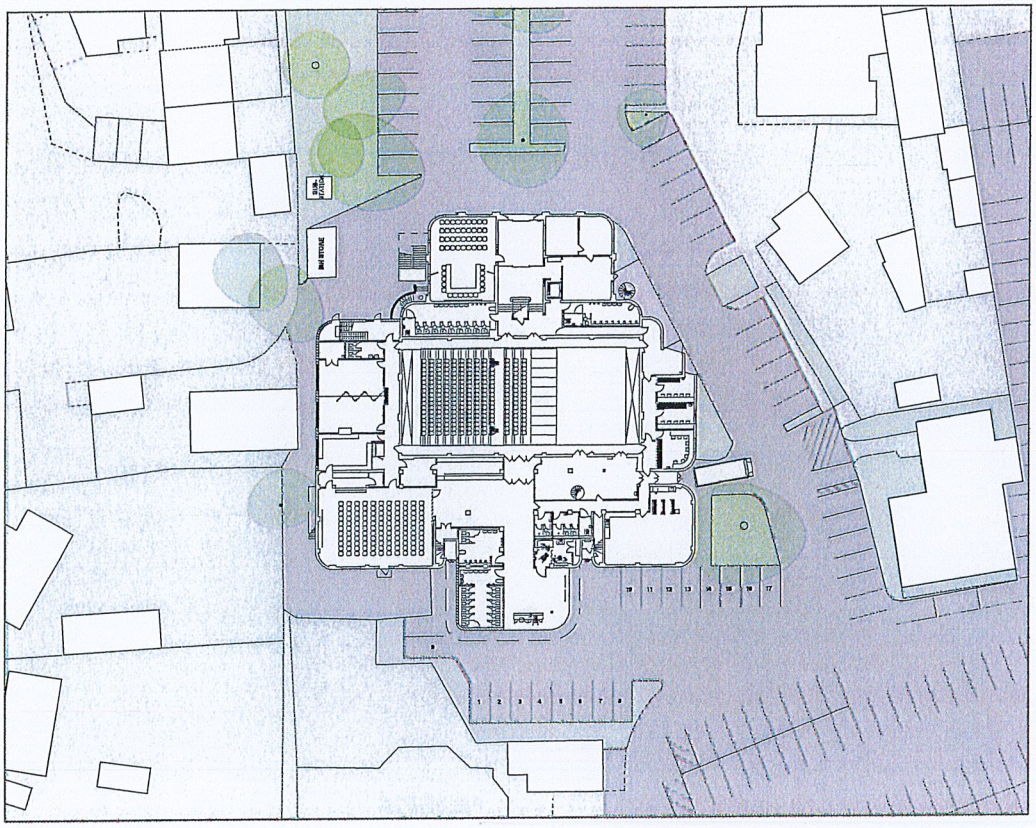
Petersfield Festival Hall

RIBA Stage 2

07 Jan 2019

Summary of Proposals

Foster
Wilson
Architects



Proposed Site plan

1 Introduction

Following the completion of the Feasibility Study in January 2018 Foster Wilson Architects and a team of specialist consultants were appointed by Petersfield Town Council to develop the proposals for The Festival Hall to RIBA Stage 2 (Concept Design). This stage has now been completed and is summarised here.

2 Consultation

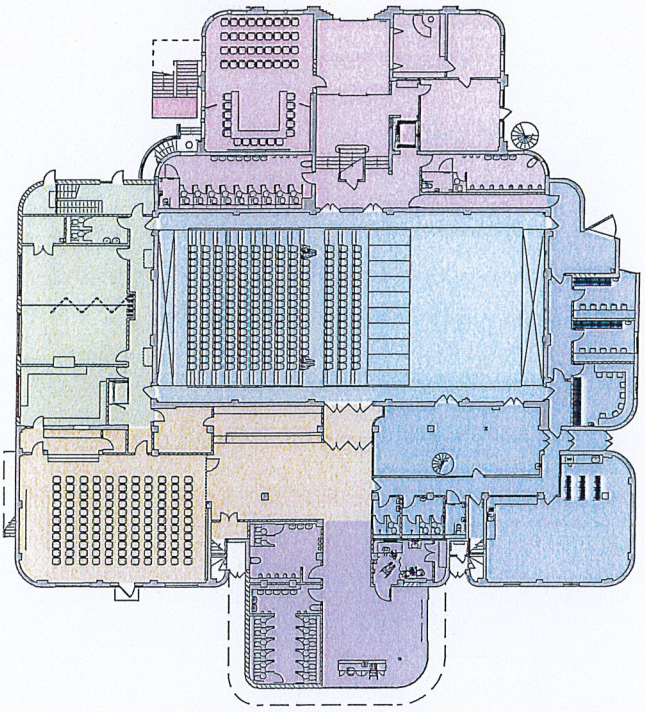
We began with a process of community consultation to seek feedback on the initial proposals and options from user groups and the wider community. This included:

- A presentation of the feasibility proposals by Tim Foster at the Town Meeting on 25th April 2018
- A special edition of the Town Council newsletter outlining the proposals, distributed to all residents in May 2018
- A public consultations day held on Saturday 16 June 2018, comprising of an exhibition of the proposals and a series of consultation workshops with different interest groups, at which participants were asked to complete feedback forms with their comments.

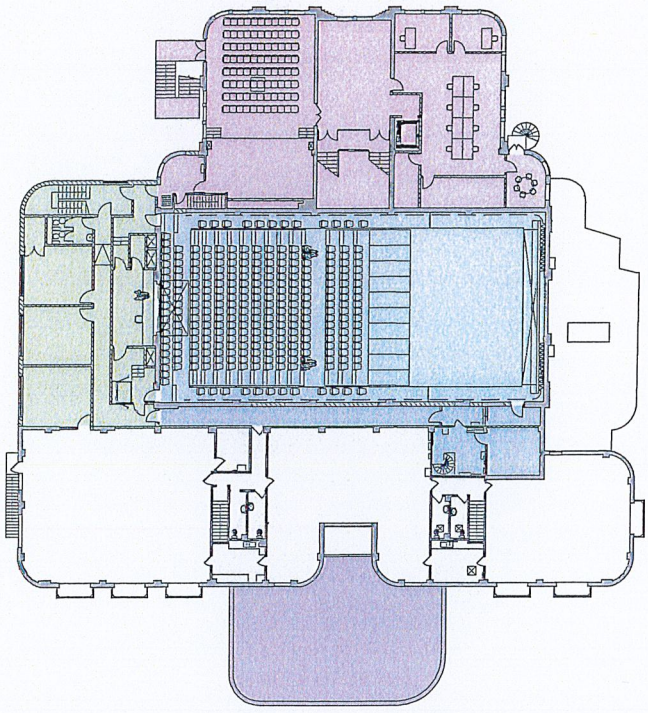
3 Feedback

Following this process the Town Council collated the feedback received and it was agreed that the main areas of the design requiring further development were:

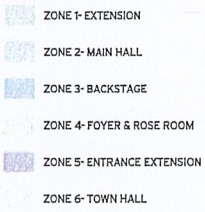
- Main Hall. The option with a lowered stage and side galleries was preferred, but with



Proposed Ground Floor Plan



Proposed First Floor Plan



the addition of a retractable choir bleacher and a small orchestra pit.

- Foyer and Rose Room. There was concern about congestion in the foyer and it was agreed to look at an extension at the entrance, which could provide a more prominent entrance facing the car park, a more spacious foyer and better toilet provision.

- Town Hall. PTC's preferred option is to have an enlarged Council Chamber, the Town Visitor Centre and an office for the Hall management staff on the ground floor, with the Town Council offices and the re-opened Small Hall on the first floor.

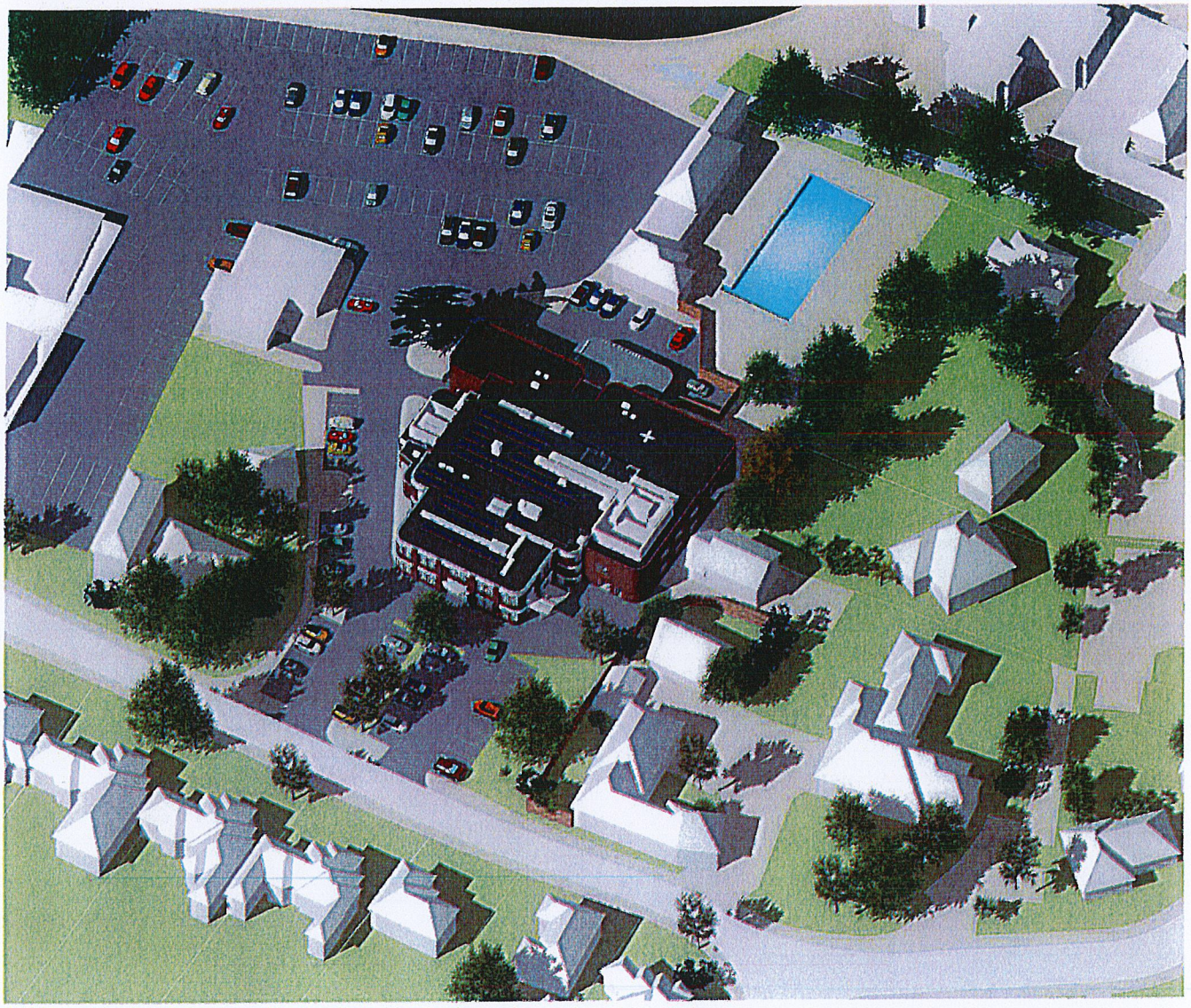
- A request was made for the inclusion of a 'Changing Places' accessible toilet and changing room in the foyer area.

All of these suggestions have now been incorporated into the revised designs.

4 Design

The proposals are divided into the following zones, which are colour coded on the drawings:

1. Extension
2. Main Hall
3. Backstage
4. Foyer and Rose Room
5. Entrance Foyer Extension
6. Town Hall



Proposed Axonometric View

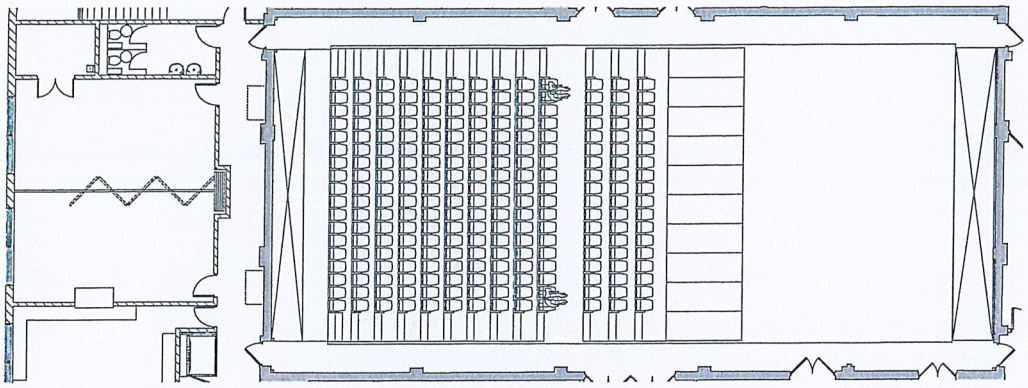
4.1 Extension

A new two-storey extension replacing the existing dilapidated single storey extension, provides a kitchen, multi-purpose room and toilets on the ground floor and a technical control room for the Hall and lettable offices on the first floor.

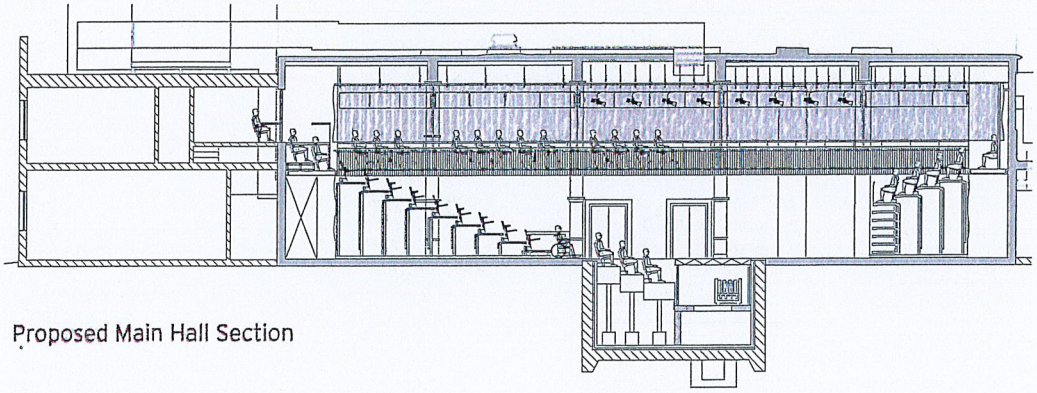
4.2 Main Hall

The Hall will be completely remodeled with the raised stage removed and narrow galleries added around the walls, which can be used both for seating and technical functions.

Two new retractable seating tiers will be provided, one for the audience and another at the back of the stage for a choir. A pit in the floor will provide additional seating rows below floor level and an orchestra pit. These elements can be rearranged to create a variety of different layouts suitable for concerts, musical theatre, plays and flat floor events, such as craft fairs and dinners. A complete new technical installation for stage lighting, sound and rigging will be provided and a new ventilation system installed to provide modern levels of comfort for the audience.

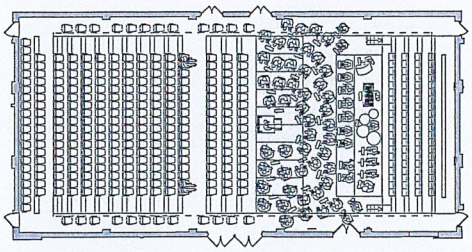


Proposed Main Hall Plan

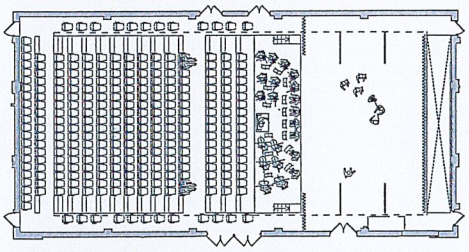


Proposed Main Hall Section

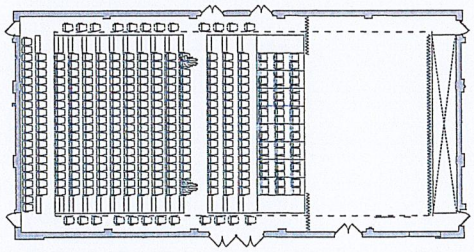
Alternative Layouts



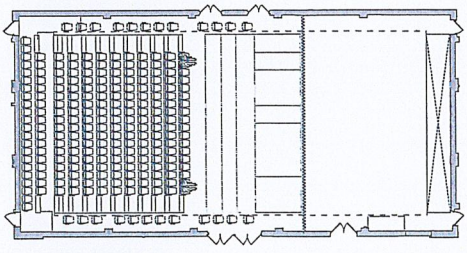
Concert with Choir
418 Seats



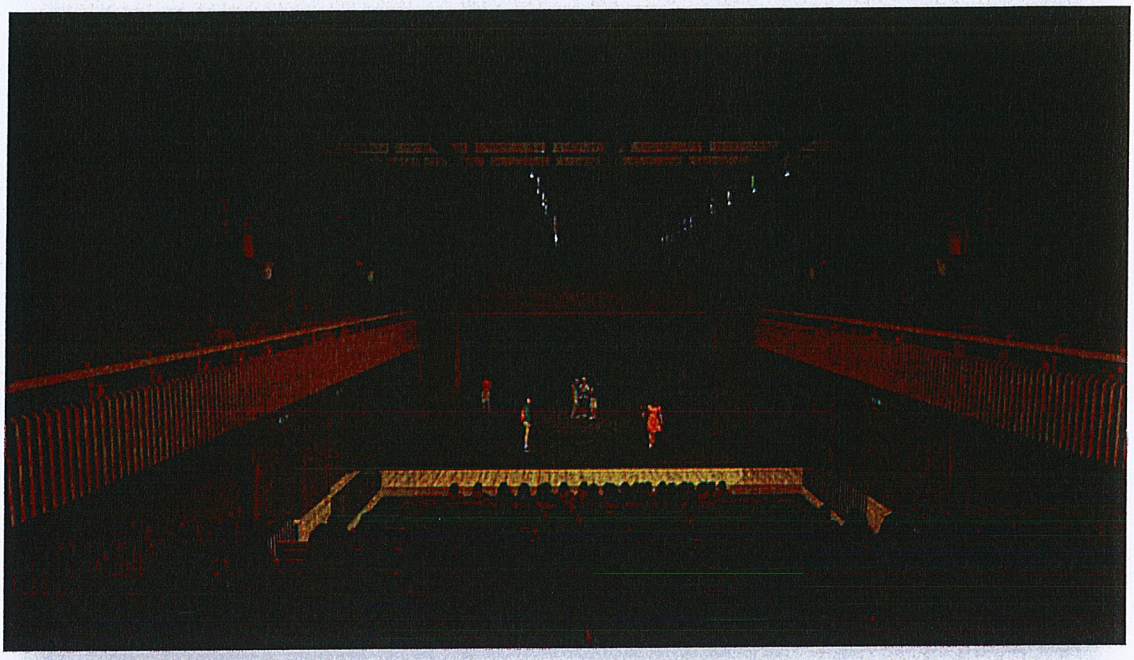
Musical Theatre/Opera with Orchestra Pit
418 Seats



Theatre
418 Seats



Small Theatre
418 Seats



View in Theatre format

View in Concert format

4.3 Backstage

The floor levels in the dressing room and scene dock behind the stage will be lowered to match the reduced stage floor level, making all backstage areas and the stage itself wheelchair accessible. The dressing rooms will be re-planned and refitted and the existing Green Room refurbished.

The existing side door will be brought into use as a new stage Get-in (delivery door) where a van can park safely and there is level access to the stage. The existing piano store and scene dock will be combined to create one large stage store.

View of Entrance Foyer Extension

4.4 Foyer and Rose Room

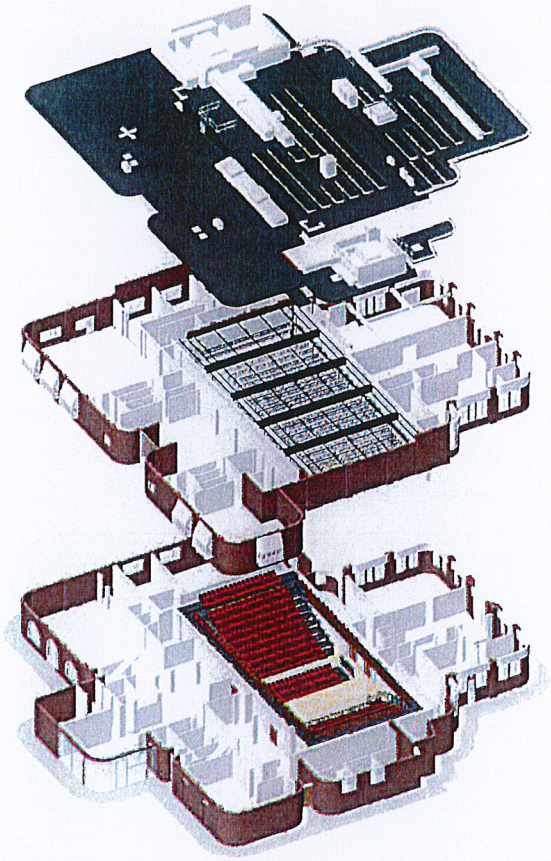
The relocation of the toilets into the new Entrance extension allows the Foyer area to be enlarged, with a new bar facing the public as they arrive. The layout of the Rose Room is rationalized, with a large sliding door separating it from the Foyer. This will allow the Rose Room to be opened up to the Foyer for larger events or closed off for independent use.

4.5 Entrance Foyer Extension

The new Entrance Foyer Extension will create a more open and prominent entry point to the building and additional space for toilets, which frees up space in the main Foyer area. The new entrance will project out from the building, with a wall of glass facing the main approach from the car park, which will be both visible and welcoming. Inside there will be more space for audiences to gather with a new open box office counter. At the back of the extension a new suite of toilets will double the existing provision.

4.6 The Town Hall

The Town Hall will be remodeled to provide an enlarged council chamber, the Town Visitor Centre and an office for the hall management staff on the ground floor, with the Town Council offices and the Small Hall on the first floor. The re-opened Small Hall will provide an attractive additional public space for small-scale performances, meetings and events. A new passenger lift will be provided making all areas of the Town Hall accessible.



Exploded View

4.7 Access

As a public building, the refurbished Festival Hall will have a good standard of access for people with disabilities, including:

- Disabled Parking spaces nearby.
- Main public entrances with level thresholds and powered doors.
- Accessible toilets in each part of the building, including a 'Changing Places' accessible toilet and changing room in the foyer area.
- A passenger lift in the Town Hall area providing wheelchair access to the first floor and Main Hall levels.
- A platform lift in the New Extension providing access to the first floor offices and technical control room.
- An accessible stage with dressing Rooms at the same level .
- Lowered counter sections at the box office and bars for wheelchair users.
- A loop hearing aid system and/or infra-red assisted listening system in the Main Hall, Council Chamber, Small Hall, Rose Room and Box Office.

4.8 Technical Design

The latest designs have been prepared in collaboration with a full Design Team of specialist consultants, who have provided preliminary proposals for the structure, building services, acoustics and technical installations. This information has been used to inform the design and the updated Cost Plan.

5 Next Steps

If approved by the Town Council it is proposed these should be:

- A further process of consultation over the next 2-3 months to ensure the latest proposals meet the needs of users and the wider community.
- Pre-application discussions with the local planning authority.
- The Council decide whether to undertake the works as a single phase or multiple phases.
- The Design Team develop proposals to RIBA Stage 3 (Developed Design) and submit a planning application.