

## PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 12<sup>th</sup> November 2018 at 6.30pm

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

**Also in attendance** Mr N Hitch (Town Clerk), Mr S Field (Office Manager) and Jon Tucker (Halls Manager). There was 1 member of the public present and no member of the press.

### **PH 0421** CHAIRMAN'S COMMENTS

The Chairman welcomed everyone to the meeting and wished to express his thanks to all those who participated in the Remembrance Sunday Parade. He felt that it was a very fitting tribute to such an occasion.

### **PH 0422** APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mr P Humphries

### **PH 0423** DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received.

### **PH 0424** DECLARATIONS OF INTEREST

There were no declarations of interest

### **PH 0425** APPROVAL OF MINUTES

The Public Halls Committee minutes of the meeting held on 8<sup>th</sup> October 2018, previously circulated, were approved.

**RESOLVED:** that the Minutes of the Public Halls Committee, held on 8<sup>th</sup> October 2018, be approved

### **PH 0426** PUBLIC REPRESENTATION

No requests for public representation were made.

### **PH 0427** HALLS MANAGER REPORT

Members received the Halls Manager Report dated 12<sup>th</sup> November 2018 (*attached*)

### **PH 0428** NEW TELEPHONE SYSTEM QUOTE

Members received and considered 3 quotes in respect of a new telephone system. It was noted that the expectation of hardware life should be between 5-10 years, so any proposal capital costs versus rental costs should be considered with this in mind. After discussion on each offer it was

**RECOMMENDED:** that Cllr P Humphries, Halls Manager and Office Manager meet to finalise their investigation and make their decision which should then be presented to the Chairman of Public Halls, Chairman of Finance and the Town Clerk for final approval

**PH 0429**

**UPDATE ON FESTIVAL HALL AND TOWN HALL COMPLEX**

Members received a verbal update in respect of the meeting that had been held with Foster Wilson Architects on 5<sup>th</sup> November 2018. Foster Wilson Architects provided revised drawings based on the feedback that was given in Public Halls October meeting PH 0343. The main topic of discussion was around the reconfiguration of the Festival Hall foyer, and the re-arrangement of car parking spaces. After some debate, the general consensus of members was that the re-designed drawings from Foster Wilson Architects should be the basis on which they proceed with their Design Team Meeting being held on 14<sup>th</sup> November.

Members discussed the possibility of approaching East Hampshire District Council for land which was located to the right of the Town Hall to see whether this could be acquired and utilised for additional car parking spaces.

Once the final designs had been received, further public consultation would take place in the first part of 2019, visiting various locations of the community with the revised drawings and ideas.

It was also noted that substantial funding would need to be identified once RIBA 2 final designs had been completed. After further discussions it was:

**RESOLVED:** that Foster Wilson Architects should proceed with their RIBA 2 designs based on the set of drawings that were handed out at the Festival Hall sub-group meeting held on 5<sup>th</sup> November

**RESOLVED:** that Cllr P Strawbridge and the Town Clerk make enquires with East Hampshire District Council regarding the green space at the right of the main entrance to the Town Hall, for the

**purpose of creating new car parking spaces**

**PH 0430**      **STAFF MOVE AND REDEVELOPMENT TIMELINE**

Members received and considered a revised timeline for the partial staff move to upstairs, and the revamping of the office space in accordance with the Foster Wilson drawings on the ground floor of the west wing. After some discussion it was:

**RECOMMENDED:**                      **that the planned timeline for staff move and redevelopment be approved up to 11 February 2019. Quotes for the redevelopment of the ground floor west wing offices in line with the specifications and drawings provided by Foster Wilson Architects will then be presented to the Public Halls committee**

**PH 0431**      **SUMO SURVEY SERVICES**

Members received and considered a proposal from Sumo Survey Services for Utility Mapping and Topographical works to reduce carbon emissions, as well as an understanding of where pipework and cables are located in the ground. After some discussion, it was

**RECOMMENDED:**                      **that the works to carry out a Utility Mapping and Topographical Survey is carried out by Sumo Survey Services at a cost of £3795.00 plus VAT**

**PH 0432**      **AUDITEL REPORT FOR AUGUST AND SEPTEMBER**

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

At this point of the meeting it was:

**RESOLVED:**                      **that in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings ) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw.**

CONFIDENTIAL

**PH 0433       STAFF OR OTHER CONFIDENTIAL MATTERS**

There were no staff matters to discuss

**PH 0434       1<sup>ST</sup> FLOOR WEST WING**

Members received a draft lease for the new tenants who would be moving into the 1<sup>st</sup> Floor West Wing sometime in the new year. It was:

**RESOLVED:**    **that the wording of the draft contract  
    be approved and presented to the new  
    tenants**

*There being no further business, the meeting closed at 8.12 pm*

## Festival Hall Manager's Report

November 2018

### Events

- 15<sup>th</sup> November Petersfield Orchestra
- 16<sup>th</sup>-25<sup>th</sup> Petersfield Theatre Group
- 30<sup>th</sup>-1<sup>st</sup> December Giant Christmas Market
- 4<sup>th</sup> New Savoy Cinema
- 5<sup>th</sup> National Blood Service
- 8<sup>th</sup>-22<sup>nd</sup> Petersfield Youth Theatre

### Usage

Below are the usage statistics for **November**.

Standard hours available to hire in November (8am-11pm): 450

A facility could be unavailable to hire for a number of reasons, including: the Festival Hall may be in use so the Rose Room cannot be used; maintenance being carried out; or a hire finishes late in the evening.

#### Festival Hall

- 210 hours booked.
- 110 hours not hired.
- 30 hours unavailable

#### Rose Room

- 43 hours booked.
- 195 hours not hired.
- 112 hours unavailable.



### Maintenance

- The Festival Hall rigging has been inspected and I am awaiting the report.