

## PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 11<sup>th</sup> March 2019 at 6.30pm

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

**Also in attendance** Mr N Hitch (Town Clerk), Mr J Tucker (Halls Manager) and Mrs S Fisher (Committee Administrator). There was 1 member of the public present and no members of the press.

**PH 0720** **CHAIRMAN'S COMMENTS**

Cllr P Humphries welcomed everyone to the meeting and advised that Cllr A Glendinning had asked him to step in and chair the meeting as he had been unavoidably detained.

**PH 0721** **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr A. Glendinning.

**PH 0722** **DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011**

No requests for dispensation were received.

**PH 0723** **DECLARATIONS OF INTEREST**

There were no declarations of interest.

**PH 0724** **APPROVAL OF MINUTES**

The Public Halls Committee minutes of the meeting held on 11<sup>th</sup> February 2019, previously circulated, were approved.

**RESOLVED:** that the Minutes of the Public Halls Committee, held on 11<sup>th</sup> February 2019, be approved

**PH 0725** **PUBLIC REPRESENTATION**

No requests for public representation were made.

**PH 0726** **HALLS MANAGER REPORT**

Members received the Halls Manager report dated 11<sup>th</sup> March 2019 (*appendix a*).

**PH 0727** **NOTES FROM THE PUBLIC HALLS SUB-COMMITTEE HELD ON 11<sup>th</sup> FEBRUARY 2019**

Members received and noted the notes from the Public Halls sub-committee meeting held on 11<sup>th</sup> February 2019 (*attached as appendix b*) and raised the following questions:

1. Noise disturbance from Gym and Tonic- members noted that the sub-committee had discussed the issue of noise from the gym noted that no further reports of noise had been received. It was noted that the lease for the gym is due for renewal in May.
2. Members noted that Business Plan for the Festival Hall has not yet been received from ACL and expressed the need for this report to be received in order to begin the next phase of public consultation on the proposed refurbishment of the Festival Hall.
3. Members discussed whether the Festival Hall users had been asked to source funding for the proposed refurbishment of the Festival Hall as this could assist with applications for grant funding by demonstrating community support and engagement for the work. It was noted that as most of the users of the Festival Hall are charities it would be difficult for them to fundraise for another organisation but it was agreed that a fundraising strategy for the refurbishment would be useful.

**RESOLVED:** that the notes from the Public Halls Sub-Committee meeting held on 11<sup>th</sup> February 2019 be received.

PH 0728

#### HIRING REGULATIONS FOR THE FESTIVAL HALL

Members received and reviewed the current Hiring Regulations for the Festival Hall. It was noted that the final paragraph should be amended to reflect the updated Child Protection and Safeguarding Policy and include reference to vulnerable persons. Members also discussed the cancellation terms and expressed concern that big events for the Festival Hall tend to book up to two years in advance and then amend their booking by reducing the number of days or hours once they receive their invoice 6 weeks before the booking date. The Finance Department and the Festival Halls Manager are looking at ways to resolve this issue and will report back to the Public Halls Committee on their proposed solution. The Hiring Regulations will be reviewed in March 2021.

**RESOLVED:** that the Hiring Regulations for the Festival Hall be amended so that:

- (1) Condition 17 be amended so that 100% of the hire fees will be payable in the event of a cancellation up to one month in advance of the booking.





PH 0733      AUDITEL REPORT FOR DECEMBER 2018

Members received and noted the monthly utility report from Auditel for December 2018.

CONFIDENTIAL

PH 0734      STAFF OR OTHER CONFIDENTIAL MATTERS

There were no staff or confidential matters to discuss

*There being no further business, the meeting closed at 7.28pm*





**Festival Hall Manager's Report**

**March 2019**

**Events**

- 4<sup>th</sup> March Hampshire Blood Service
- 5<sup>th</sup> New Savoy Cinema
- 6<sup>th</sup> Hampshire Blood Service
- 9<sup>th</sup>-10<sup>th</sup> Claire Louise School Of Dance
- 11<sup>th</sup>-24<sup>th</sup> Petersfield Musical Festival
- 25<sup>th</sup>-31<sup>st</sup> Save The Children "Big Sale"
- 2<sup>nd</sup> April Hampshire Blood Service
- 7<sup>th</sup>-14<sup>th</sup> Winton Players

**Usage**

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

Standard hours available to hire in March (8am-11pm): 465

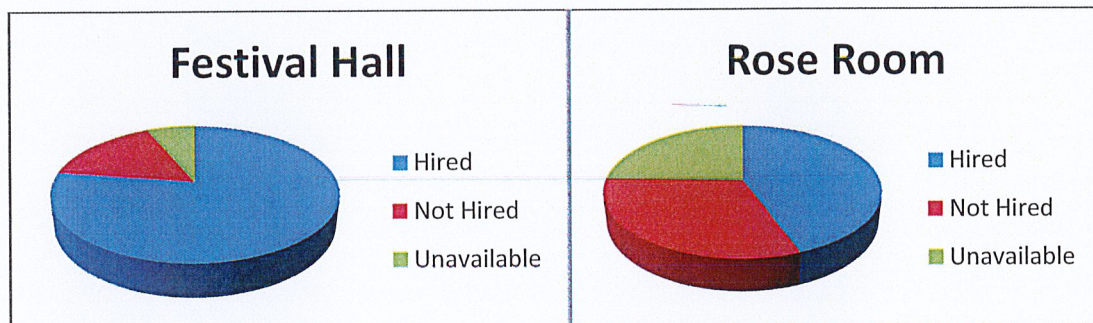
A facility could be unavailable to hire for a number of reasons, including: the Festival Hall may be in use so the Rose Room cannot be used; maintenance being carried out; or a hire finishes late in the evening.

**Festival Hall**

- 360 hours booked.
- 75 hours not hired.
- 30 hours unavailable

**Rose Room**

- 169 hours booked.
- 119 hours not hired.
- 177 hours unavailable.



Jon Tucker  
11/03/19





**PETERSFIELD TOWN COUNCIL**

Notes of a meeting of the Public Halls Sub-Committee held at the Town Hall, Petersfield, on Monday 11<sup>th</sup> February 2019 following the Public Halls Committee meeting.

**PRESENT:** Cllr A Glendinning, Chairman (Petersfield Town Council)  
 Cllr Mrs V Morgans (Petersfield Town Council)  
 Cllr Ms M Vincent (Petersfield Town Council)  
 Cllr G Watkinson (Petersfield Town Council)  
 Mr N Hitch (Town Clerk, Petersfield Town Council)  
 Mr S Field (Projects and Office Manager, Petersfield Town Council)  
 Jon Tucker (Festival Hall Manager, Petersfield Town Council)  
 Mrs S Fisher (Committee Administrator, Petersfield Town Council)  
 Mr S Bartholomew (Petersfield Orchestra)  
 Mr M Finch (Green A Team)  
 Mr S Auty (Green A Team)  
 Mr D Francombe (PPAF)  
 Mr D Joyce

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr P Humphries (Petersfield Town Council) and Cllr P Strawbridge (Petersfield Town Council).

2. **CHAIRMAN OF PUBLIC HALLS COMMENTS**

The Chairman welcomed everyone to the meeting.

3. **OPEN FORUM**

Mr S Auty asked whether a decision had been taken on RIBA stage 3 of the Foster Wilson Architects Plan for the refurbishment of the Festival Hall. It was advised that due to forthcoming local elections and also due to the fact that this was an appropriate juncture for additional public consultation it was not appropriate for a decision to be made at this time. The next stage, phase 3, will be very expensive and so a commitment cannot be made without further community involvement.

It was asked when the new lighting desk would be in place. It was advised that the desk should be installed shortly, but it is not guaranteed that it will be available in time for the Petersfield Musical Festival due to the desk needing to be made deeper to accommodate it.

Mr S Auty raised the point that he felt that closer liaison and consultation are needed with Hall users with regard to the technical details for the facilities for performances in the refurbishment plans. He stated that without sufficient information users may worry that the proposed facilities are not adequate.

Cllr Glendinning pointed out that there had been clear consultation up until this point and that this is anticipated to continue, however the Town Council must balance the needs and requirements of a range of users, following on from the next phase of the consultation.

Mr Tucker advised that the report from Peter Angier is awaited which is intended to assist the process around the technical decisions.

Clarification was sought regarding Green A's status and the meeting was advised the Green A provides technical advice on a pro bono basis but that it charges for the rental of its equipment for productions.

Mr Michael Finch enquired how community support for the refurbishment would be measured. The Clerk explained that it was a subjective measure but that the wider community need to understand the cost and implications of the proposed refurbishment (including a possible council tax increase) as well as the benefits – for instance the cinema, office space, impact on the local economy including new jobs . The Festival Hall has not had any substantial work done to it for the past 20 year or so and it needs work to be able to serve the town for the next 30 years or so.

Mr Finch expressed concern about the noise from Gym and Tonic (formerly Curves) after 7pm and the impact on the use of the Festival Hall. Mr Hitch explained that this had been raised with Gym and Tonic and that the impact on performances is being monitored.

It was asked whether Ticket Source is being used to sell tickets for all performances but Mr Tucker explained that due to limited resources and no reception staff, the Council currently can only sell tickets for the cinema and Winton Players.

It was asked whether under the final version of the RIBA 2 Foster Wilson Architects plan it would be possible to use the full hall and what provision has been made for scenery storage. Jon Tucker responded that this is something which is very detailed and which Peter Angier will report back on in his report.

Concern was raised that in the plans the space allocated for dressing rooms does not appear to be sufficient, however the Chairman advises that this is a concern which should be raised during the next phase of consultation.

Some questions were raised regarding the report from ACL which is due at the end of February and, if available, is likely to be an attachment to either the agenda or minutes of the next Public Halls Committee Meeting. It was asked whether the Town Council has given ACL any guidance as to the management entity for the Festival Hall, whether it should be revenue generating or not and whether there will be any change to the current business model. The Town Council has not set any agenda for ACL to consider in respect of these issues.

It was asked whether ACL will be consulting with hall users and if so when will this take place as the report is due soon. This will be clarified with AC and will depend on the content of their proposals.

Green A thanked Jon Tucker and his staff for all of their excellent support with the productions held at the Festival Hall.

5. **DATE OF NEXT MEETING**

The next meeting would be held on Monday 8<sup>th</sup> July 2019 following the Public Halls Committee meeting.

*There being no further business, the meeting closed at 8.20 pm.*

