PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 8th April 2019 at 6.30pm

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

Also in attendance Mr N Hitch (Town Clerk), Mrs M Snow (Finance Officer), Mr S Field (Project Manager) and Mrs S Fisher (Committees Administrator). There were no members of the public or press present.

PH 0816 **CHAIRMAN'S COMMENTS**

The Chairman stated that this was his last meeting as Chairman and thanked the members, especially Cllr Watkinson and Cllr Humphries for giving up so much time to the sub-committees. He observed that as a committee they have made some difficult decisions but that he was confident that they had been thoroughly explored and considered.

PH 0817 **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mrs V. Morgans and Cllr P Strawbridge.

PH 0818 **DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011**

No requests for dispensation were received.

PH 0819 **DECLARATIONS OF INTEREST**

Cllr P Humphries declared a non-pecuniary interest as a member of the Winton Players with reference to the discussions about the proposed redevelopment of the Festival Hall. The Town Clerk confirmed that Cllr P Humphries would be able to vote as it was a non-pecuniary interest.

PH 0820 **APPROVAL OF MINUTES**

The Chairman thanked Cllr P Humphries for chairing the meeting of the Public Halls Committee held on 11th March 2019 and the minutes from the meeting, previously circulated, were approved.

RESOLVED: **that the Minutes of the Public Halls Committee, held on 11th March 2019, be approved**

PH 0821 **PUBLIC REPRESENTATION**

No requests for public representation were made.

PH 0822 **HALLS MANAGER REPORT**

Members received the Halls Manager report dated 8th April 2019 *(appendix a).*

PH 0823 **INTRODUCTION OF A TILL FOR THE TOWN COUNCIL RECEPTION DESK IN THE TOWN HALL REQUEST BY FINANCE OFFICER**

Members received a report from the Finance Manager regarding the purchase of an Electronic Point of Sale (EPOS) till for the Town Council reception desk at the Town Hall *(attached as appendix b).* Members agreed that it would be beneficial and that it would save time for both the Finance department and the staff working on the reception desk, especially for reconciliations. Members requested some further information regarding the new EPOS system to be brought to the next Finance and General Purposes Meeting: 1. Would the system be able to take card payments and if so would there be an additional cost? 2. Would a separate unit for the Box Office be feasible and what would be the additional cost and 3. To check with CardNet who supply the existing card payment machine whether they can advise as to how to link the card terminal to an EPOS system and whether they may be able to offer a discount on a till.

RECOMMENDED: **that the purchase of a till for the Town Hall Reception Desk in the Town Hall at a cost of approximately £825.00 plus VAT be referred to the next Finance and General Purposes Committee meeting and that the Finance Officer will obtain the additional information requested in time for consideration at that meeting**

PH 0824 **THE TERMS OF REFERENCE FOR THE PUBLIC HALLS COMMITTEE**

Members reviewed the current Terms of Reference for the Public Halls Committee *(attached at appendix c)* and agreed that in point 10 the word 'separate' should be deleted in view of the poor attendance at the users group in August. It was noted that a footnote should also be added to indicate when the document was reviewed.

RECOMMENDED: **that the Terms of Reference for the Public Halls Committee be amended as follows:**
1. To remove the word 'separate' from point 10 and
2. To add in a footnote indicating when the document was reviewed.

PH 0825 WEEKEND HIRE POLICY FOR THE TOWN/FESTIVAL HALL

Members received and considered changes to the Weekend Hire Policy for the Town and Festival Hall (*attached at appendix d)* and noted some minor amendments.

RESOLVED: **that the Weekend Hire Policy for the Town and Festival Hall be amended so that item 2 and 4 be amended to read Halls Manager.**

PH 0826 ACOUSTIC REPORT FOR THE AVENUE PAVILION

Members received and considered the acoustic report for the Avenue Pavilion (*attached at appendix e*) which was commissioned due to concerns raised by a music group about echoing. The report recommended two possible solutions to improve the quality of acoustics with variable absorption: 1. The installation of a curtaining system or 2. Acoustic sound boards in the eaves. Members noted that a curtaining system would be easier to use and remove but they would need to be installed so as not to block the fire doors, radiators and notice boards. Panels would only be feasible if they could be easily moved/adjusted, possibly with a long pole system. It was agreed to ask the Halls Manager to investigate the cost and different options available.

RESOLVED: **that the Halls Manager is to investigate the different options (either curtains or acoustic panels which can be easily removed or moved) based on the report recommendations and to obtain quotations for the cost of the different solutions.**

PH 0827 PRE-APPLICATION MEETING FOR FESTIVAL HALL ALTERATIONS

Members received and considered the letter from South Downs National Park Authority (*attached at appendix f)* in response to the pre-application planning advice for the proposed alternations to the Festival Hall. Members noted that there was an error in the letter which mentioned 24 Herne Road instead of 24 Heath Road and that this should be amended. Members agreed that the response was broadly positive and that most of the concerns raised could be addressed and mitigated in the plans by Foster Wilson. It was noted that the Council meeting in May would need to decide on the next phase of public consultation for the proposed alterations.

RESOLVED: **members received and considered the pre-application advice from South Downs National Park Authority.**

PH 0828 PRE-BOOKING ELIGIBILITY FOR THE FESTIVAL HALL

Members reviewed the current pre-booking eligibility for the Festival Hall which currently allows organisations to book up to 2 years in advance. Members agreed that in view of the potential uncertainty around the proposed alterations to the Festival Hall it would be sensible to reduce pre-booking to one year in advance with immediate effect.

RESOLVED: **that pre-booking of the Festival Hall be reduced to one year with immediate effect.**

PH 0829 AUDITEL REPORT FOR JANUARY 2019

As the Auditel monthly utility report for January was not available this was deferred to the next Public Halls committee meeting.

CONFIDENTIAL

STAFF OR OTHER CONFIDENTIAL MATTERS

PH 0830 DRAFT REPORT FROM ACL CONSULTANCY REGARDING THE DEVELOPMENT AND PROGRAMME FOR THE FESTIVAL HALL

Members reviewed and discussed the draft report and made several points to feedback to ACL Consultancy.

PH 0831 HEADS OF TERMS FOR THE LEASE RENEWAL FOR GYM AND TONIC

Members discussed the next steps with regard to the lease renewal for Gym and Tonic; as the lease is due to expire at the beginning of May.

There being no further business, the meeting closed at 8.00pm

APPENDIX A.

THE FESTIVAL HALL PETERSFIELD

Festival Hall Manager's Report

April 2019

Events

- 16th April Main Event Mega Star Wrestling
- 20th April Giant Easter Market
- 23rd April New Savoy Cinema
- 26th-27th Beer and Cider Festival
- 2nd-4th May Elections

Usage

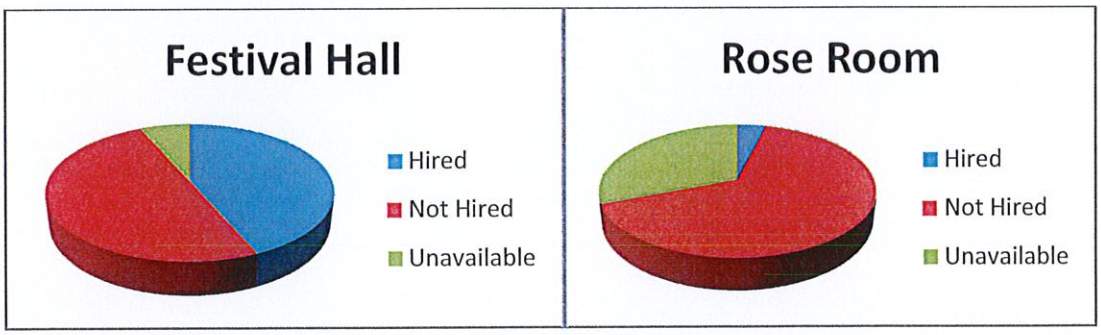
Below are the usage statistics for **April**.
Standard hours available to hire in April (8am-11pm): 450
A facility could be unavailable to hire for a number of reasons, including: the Festival Hall may be in use so the Rose Room cannot be used; maintenance being carried out; or a hire finishes late in the evening.

Festival Hall

- 197 hours booked.
- 226 hours not hired.
- 27 hours unavailable

Rose Room

- 23 hours booked.
- 377 hours not hired.
- 50 hours unavailable.



Maintenance

- The Fire Alarm and emergency lights have been serviced.
- Avenue Pavilion and 24 Heath Road Boilers have been serviced.

Jon Tucker
08/04/19

CASIO
BETTER FOR BUSINESS

APPENDIX B

V-R200

The V-R200 is a highly refined, all-in-one EPOS terminal that embodies a full range of advanced capabilities. While having a compact stylish design, the 10.4 inch LCD terminal is equipped with a high speed printer and a pop-up customer display resulting in space-saving, ease of operation and excellent functionality. In addition, the V-R200 is water and dust resistant with extremely low power consumption, increasing power savings compared to traditional POS systems and therefore reducing overall running costs.

Key features

- Sophisticated, elegant design
- Integrated thermal printer
- Compact, small footprint
- Water and dust resistant
- Low power consumption
- Low running costs
- E-mail remote operation
- Flexible in shop layout changes

ANDROID-BASED OPERATING SYSTEM | RELIABLE + ROBUST | EASE OF USE | LOW POWER CONSUMPTION

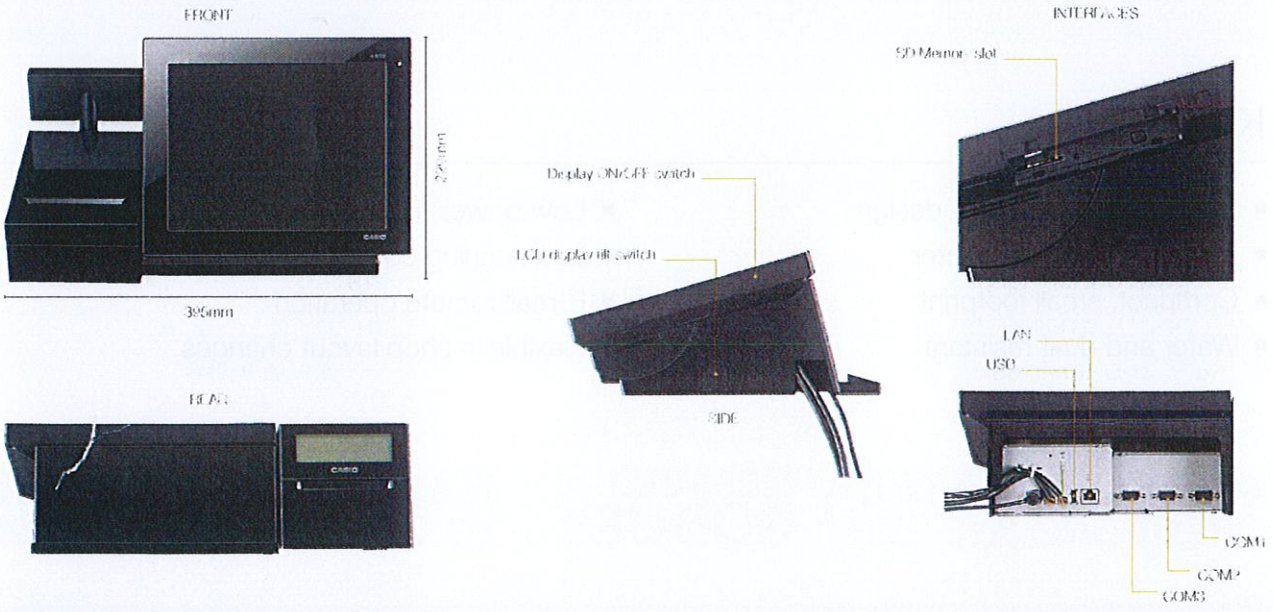
40th ANNIVERSARY ELECTRONIC CASH REGISTER

casio.co.uk/epos | 020 8208 9453

CASIO
BETTER FOR BUSINESS

V-R200 Specifications

Software	Platform	Android 4.2.2	
Memory	RAM	1GB	
	Flash ROM	16GB	
Display	Main display	10.4-inch widescreen touch panel (800 x 600 pixels) TFT colour liquid crystal display	
	Sub-display	20 character, 2-line liquid crystal display	
		Rotating pop-up	
Printer	Printing method	1-sheet thermal printer	
	Print speed	Max. 120mm/sec	
	Paper roll	80mm or 58mm thermal paper	
	Paper-loading	Drop-in paper-loading	
Interface	Rear of display	COM ports	3
		Drawer ports	2
		LAN port	1
		USB (host) port	1
	Bottom of printer	Magnetic card reader interface	1
	Side of display	SD/SDHC memory card slot	1
Memory protection	Battery	Nickel-hydrogen rechargeable battery	
	Memory retention	Stored in flash ROM after one hour	
Power supply	AC 240V, 50-60 Hz		
Power consumption	During operation In standby mode	Approx: 18W Approx: 12W	
External dimensions (W x D x H)	Approx: 395 x 237 x 229mm		
Approx. Weight	Approx 5kg		
CPU	1.5GHz dual-core		



40th ANNIVERSARY ELECTRONIC CASH REGISTER

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APPENDIX C

TOWN PETERSFIELD COUNCIL

Public Halls Committee

Terms of Reference

1. Membership of the Public Halls Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected.

2. At the first meeting of the Committee following the Annual Meeting of the Council a Deputy Chairman shall be elected.

3. The Committee will generally meet on a monthly cycle except during August and December with all meeting dates being confirmed by the Annual Meeting of the Council.

4. The minutes of the Committee are to be reported to and received by the Council at each meeting of Council.

5. The principle purpose of the Committee is to manage and maintain all public buildings in the Council's ownership.

6. The buildings under the responsibility of the Committee are:
   - The Avenue Pavilion
   - The Town and Festival Hall
   - Love Lane Pavilion

7. To approve quotations and estimates for work or projects within the revenue budget to be undertaken on or in any of the Council's buildings provided all costs remain within the budget approved annually by Council. All quotations or estimates in excess of the budget approved for the work by Council should be considered by the Committee with any recommendations being submitted to the Finance & General Purposes Committee for approval.

8. To consider quotations, estimates or tenders for all capital projects to be undertaken on or in any of the Council's buildings, submitting recommendations for approval to Council.

9. To produce a Policy Statement to be reviewed annually by the Committee.

10. To hold separate annual Users Meeting for the Festival Hall Users and Avenue Pavilion Users with the dates of such meetings being approved annually by the Committee.

11. To appoint Working Parties or Sub-Committees as considered appropriate, approving their Terms of Reference and Chairmen with all such Working Parties or Sub-Committees reporting back to the Public Halls Committee on a regular basis.

PUBLIC HALLS

APPENDIX D

WEEKEND HIRE POLICY TOWN/FESTIVAL HALL

1. The hours of opening are normally from 8am until 11pm. Minimum charge of 5 hours applies Friday – Sunday.

2. Hires are at the discretion of the Festival Hall Manager (with recourse to the Town Clerk and Chairman of Public Halls if necessary).

3. Reductions for 6 day bookings are inclusive of Sundays.

4. Delegated Powers given to the Town Clerk/Festival Hall Manager/Chairman of Public Halls to accept or decline Bank Holiday Bookings.

5. The Sunday charges to also apply to Bank Holiday Bookings.

Reviewed and Approved at Public Halls – February 2017 – Minute PH 0658 refers

GILLIERON SCOTT
ACOUSTIC DESIGN

APPENDIX E

Report No:
The Avenue Pavilion

For:
Petersfield Town Council

THE AVENUE PAVILION, PETERSFIELD
ACOUSTIC DESIGN

By:
Gillieron Scott Acoustic Design
Studio 3
130 Brixton Hill
London SW2 1RS

t - 020 8671 2223
e - info@gsacoustics.org
w - www.gsacoustics.org

Gillieron Scott Acoustic Design Ltd shall not be responsible for any use of the report or its contents for any purpose other than that for which it was provided. Should the Client require the distribution of the report to other parties for information, the full report should be copied. No professional liability or warranty shall be extended to other parties by Gillieron Scott Acoustic Design Ltd without written agreement from Gillieron Scott Acoustic Design Ltd.

REVISION SCHEDULE

Rev.	Date	Document Title	Details	Prepared by	Approved by
00	28th February 2019	The Avenue Pavilion		Mihalis Bourzoukos	Tim Scott

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1.0 SUMMARY

The Avenue Pavilion is a multiple function space in Petersfield, East Hampshire. GSAD have been requested to advise on possible acoustic remedies to the long reverberation of the hall so that it can be used comfortably for speech-based activities even in low occupancies.

GSAD have carried out reverberation time measurements of the existing unoccupied hall and calculated the area of acoustic absorption that is recommended to make the hall suitable for speech.

As music activities are hosted in the space, variable acoustic absorption is recommended so that the Pavilion can cater for both types of functions.

2.0 DESIGN TARGETS

2.1 Room Acoustics

2.1.1 Reverberation Time (RT)

The RT is defined as the time taken for a sound, once terminated to fall to one millionth of its original sound pressure level, a fall of 60 decibels, or dB.

Optimum RTs depend on use. for speech and amplified music, it ranges from 0.7-1.0 seconds at mid frequencies. The RT for speech should be fairly constant with frequency, although some increase in RT at low frequencies is acceptable, without loss of intelligibility.

In any given volume the RT is dependent mainly on the free volume and the total amount of sound absorbing material in the space (including the audience).

The background noise level from all services should be low.

2.1.2 Early and Late Energy

Sound energy arrives at the listener as direct sound first and then as a series of delayed reflections. For speech, most of the energy should arrive close behind the direct sound, to improve intelligibility. Late reflections, or echoes, are not desirable. For music, energy can arrive over a longer period, but again the pattern is important.

2.1.3 Tonal Balance

This is the relationship between low, mid and high frequency RTs. An increase in low frequency reverberation is good for music and if limited will not affect speech intelligibility.

3.0 ROOM ACOUSTICS

3.1 Survey results

This is primarily a space for speech and amplified music, although acoustic music will work well, because of low background noise levels. Good listening conditions for speech depend on seating layout, room geometry and free volume as well as a low background noise level. These in turn, define other physical quantities, which have evolved through experience as markers for good acoustics

Reverberation time (RT) is historically the most significant, but other factors such as early to late energy ratio, speech intelligibility and loudness are important.

Preliminary RT measurements have been conducted to assess the existing acoustic condition of the space. The results are reported in the table below.

Reverberation Time (s)					
125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz
1.37	1.54	1.74	2.07	2.00	1.48

It is understood that the existing reverberation time at mid frequencies T_{mf} is significantly higher that the recommended target. The results confirm that the acoustic would significantly impact on speech-based functions especially at low occupancies.

3.2 Recommendations

Acoustic absorption is recommended to be installed to reduce reverberation to below 1 second at mid frequencies and enable good speech communication in the hall.

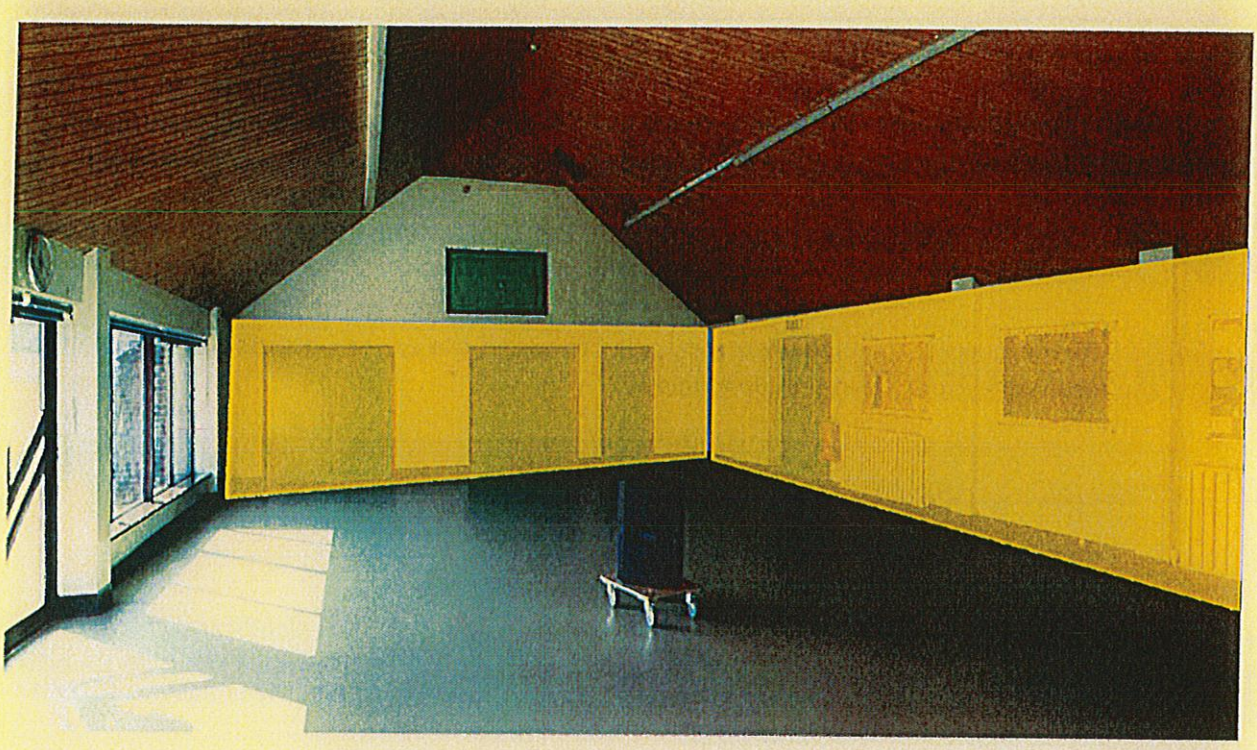
For a low occupancy in the hall, e.g. less than 10 people, it is recommended to have approximately 40 m^2 of Class B absorber e.g. 50mm of acoustic foam.

It understood that although the majority of The Avenue Pavilion uses would benefit from a speech acoustic, the space is also regularly used for music-based functions, such as rehearsals of the Petersfield Orchestra. Such use would benefit from a higher reverberation than speech, therefore, it may be advisable to employ a variable acoustic absorption approach that the space can support both purposes.

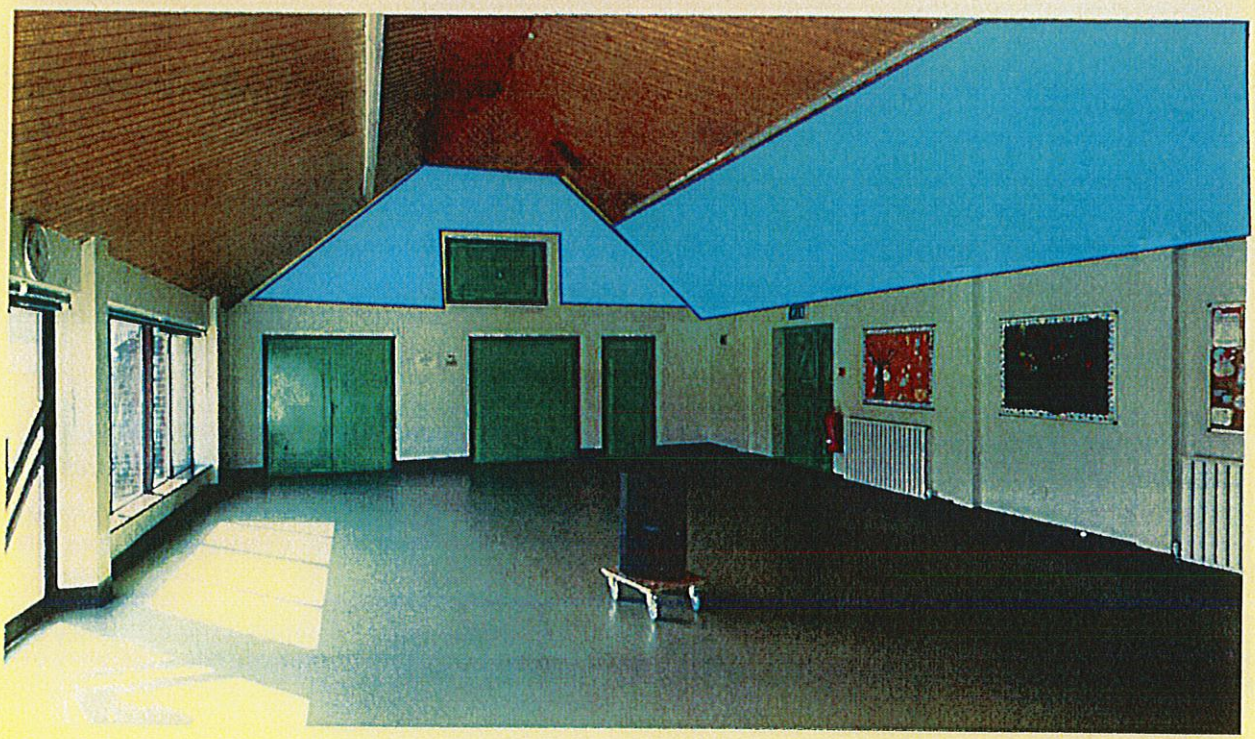
Variable absorption could be heavy curtains, demountable acoustic panels, removable baffles, openable boxes infilled with sound absorbing material. Typically, the simplest form employed is curtains which would need to be > 400 g/m^2 at 100% fullness (see appendix) with the track at least 100mm from the wall. The area required would be equivalent of covering one short and one long of the Pavilion.

The treatment should be located on two adjacent walls where possible to maximise the efficiency of the absorptive area.

Indicative curtain coverage shown below. Areas that must be left uncovered such as fire exit and WC doors, or radiators and noticeboards may be add up to a considerable area and it would be advisable to be relocated elsewhere in the room instead of omitted.



Alternatively, the recommended area of Class B absorption could be placed on the eaves and gable wall(s). A possible placement is indicated below.

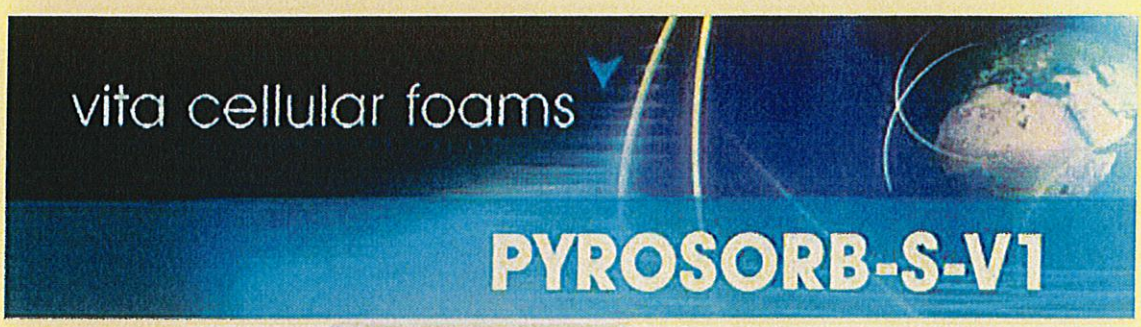


APPENDICES

APPENDIX A: EXAMPLES OF SOUND ABSORBERS

Class B e.g. 50mm foam e.g. Pyrosorb S V1

Note: Foam can be fabric faced or located behind timber battens or pre cast planks with > 30% free area. See other products below



Class 'O' acoustic composite, comprising fire resistant foam with a fire resistant polymeric coating.

PRODUCT FORMAT:

Sheet material sprayed on one side only.
Colour: Black

Standard sheet size: 2m x 1m
(Other sizes on request)

Thickness: 6 to 100 mm

PROPERTIES:

Coating provides improved resistance to water, oil, petrol., detergents and diesel. Surface can be wiped clean and gives increased durability.
Large improvement in mid frequency acoustic absorption. Slight loss in performance at frequencies above 3Khz.

FIRE RATING:

Foam: Class 'O'
Composite: Class 'O'

USAGE:

Dust free surface for computer environments.
Improved barrier to water on acoustic lining of inlet ductwork.
Absorptive linings in under bonnet or other engine applications.

PRODUCT OPTION:

PYROSORB-S-V1-AD (Self-adhesive)

REF: C141093a PSSV1

the future in foam

Telephone: +44 (0)161 653 8231
Fax: +44 (0)161 654 8942
E-mail: info@vitatechnicalfoams.co.uk

PYROSORB-S-V1

ACCOUSTIC PERFORMANCE OF PYROSORB-S-V1

ASTM C384 and BS3638: 1963 are both standard tests for measuring absorption coefficients ASTM C384 is a laboratory scale test measuring normal incidence coefficients. BS3638 is a full-scale reverberation room test measuring random incidence coefficients. Both methods give an indication of the potential performance of the material under the test. Whilst the latter reverberation room method may prove more relevant in most practical situations, neither test can predict overall performance in a real application.

Absorption Coefficients: ASTM C384

Thickness	Frequency (Hz)					
(mm)	125	250	500	1000	2000	4000
12	—	0.18	0.31	0.53	0.74	0.60
25	—	0.24	0.45	0.60	0.71	0.70
50	—	0.46	0.50	0.64	0.84	0.86

Absorption Coefficients: BS3638: 1963

Thickness	Frequency (Hz)					
(mm)	125	250	500	1000	2000	4000
12	0.06	0.15	0.31	0.54	0.81	1.03
25	0.14	0.33	0.59	0.82	1.02	0.93
50	0.30	0.68	1.00	1.10	0.99	0.99

REF: C141093b doc replacing C2404912

the future in foam

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Fax: +44 (0)161 654 8942
E-mail: info@vitatechnicalfoams.co.uk

Other possible products

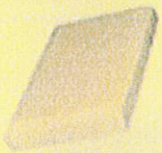
https://www.customaudiodesigns.co.uk/acoustic-panels.htm

Architectural Acoustic panels for wall and ceiling noise control applications

GENERALLY FOR WALL APPLICATIONS

ProSonic FG Acoustic Panel

EchoTile

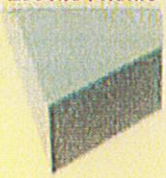


Timber Acoustic Panels

Acoustison-50 Steel Perforated

ProSonic Bubbles

EcoTile Phonic

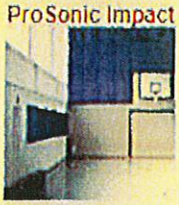


ProSonic PanelSorba

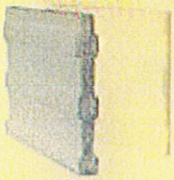
ProSonic Pinboard Tiles

Printed Face Acoustic Panels

ProSonic Impact

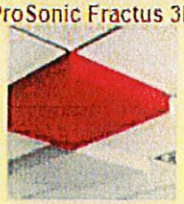


Watercot

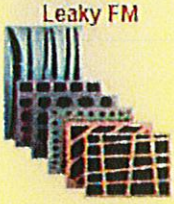


ProSonic Totems

ProSonic Fractus 3D



Leaky FM



Cosmos

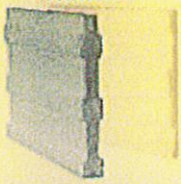
Camou

Staidtreat WBA

GENERALLY FOR CEILING APPLICATIONS

ProSonic Wave Acoustic Clouds

Watercot



Staidtreat WBA

Acoutec Acoustic Ceiling Tiles

ProSonic Acoustic Shapes

ProSonic Acoustic Cubes

ProSonic Baffles

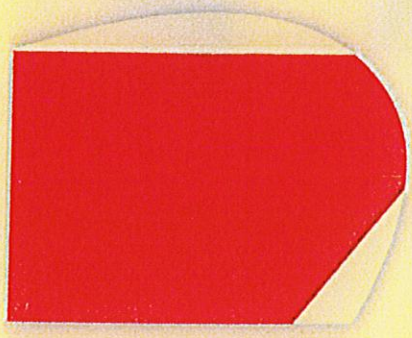
EcoTile Phonic

EcoTile Phonic Baffle

Drapes fullness
(as per J&C Joel's brochure)

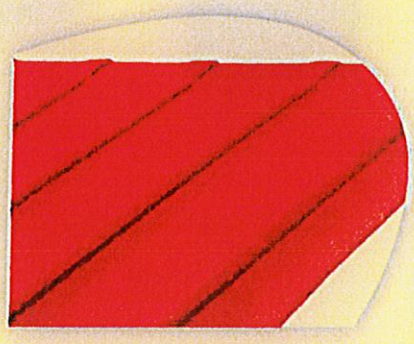
FULLNESS

The fullness of a drape refers to the amount of fabric used within the drapes manufacture in order to produce a pleated finish. At J&C Joel we manufacture all of our drapes with knife pleats as standard, (as below) other finishes are available on request such as box pleats and pencil pleats.



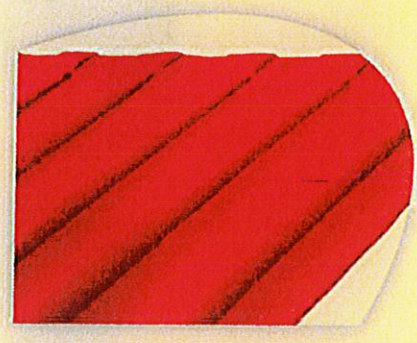
Flat

The drape is sewn without pleats in the header. Flat drapes are predominantly used within a practical rather than an aesthetic capacity.



50% Fullness

The drape is gathered and pleated so that the amount of fabric used in their manufacture, is 1.5 times the width of the header of the finished product. Front of House Drapes are manufactured this way due to the visual appeal of the drapes' pleats, this means that it offers a greater level of sound dampening and absorption than flat drapes.



100% Fullness

The drape is gathered and pleated in such a manner that twice the amount of fabric is used than is seen in the drapes header. The amount of fabric used in the construction of these drapes and the depth of their pleats make this finish ideal for acoustic and Front of House Drapes.

APPENDIX B: EXAMPLES OF SOUND ABSORBER SUPPLIERS

Curtains

J&C Joel
Corporation Mill, Corporation
Street, Sowerby Bridge,
Halifax, HX6 2QQ, England

T: +44 (0)1422 833835
F: +44 (0)1422 835157
E: uksales@jcjoel.com
www.jcjoel.com

J.D. McDougall
4 McGrath Road,
Stratford, London E15 4JP
Tel +44 (0) 20 8534 2921
Fax +44 (0) 20 8519 8423
Email mail@mcdougall.co.uk
www.mcdougall.co.uk

Foam panels

CMS Danskin
5 Ridgeway Office Park
Bedford Road
Petersfield
Hampshire, GU32 3QF

SALES: 01730 269572
FAX: 01730 265846
Sales Orders: sales@customaudiodesigns.co.uk
www.customaudiodesigns.co.uk/acoustic-panels.htm

Timber faced foam

BCL
BCL Timber Projects Ltd
The Old Byre, Oakley Farm, Pound Lane, Hurst, Berkshire, RG10 0RS
Tel - 01189 344 155
https://bcltimberprojects.co.uk/alpha-panel

APPENDIX D: GLOSSARY OF ACOUSTIC TERMS

DECIBEL (dB) - A unit of sound pressure measurement
Sound Pressure Level in dB (Lp) = 20 log (Measured sound pressure/Reference sound pressure = 20 μPa)

dB(A) - The A -weighted sound pressure level, the weighting network reduces low frequency sound in a similar way to the human ear.

REVERBERATION TIME (RT or T) – decay of sound in rooms
The time taken for a sound, once terminated, to fall through 60dB i.e. to one millionth of its original sound intensity. T30 – RT for first 30dB of decay. RT_{500} - Mid frequency RT.
HERTZ (Hz) - a unit of frequency measurement. The normal range of hearing is from 20Hz to about 15kHz.

ABSORPTION COEFFICIENT – degree to which a material absorbs sound.
The ratio of absorbed to incident sound energy (perfect absorber = 1)

SOUND REDUCTION INDEX R – quantity which describes a material's ability to reduce the sound pressure level across it (e.g. a wall or floor)

$R = L1 - L2 + 10\log (S/A)$

$L1$ - Average sound pressure level in source room (averaged from 100 Hz – 3150 Hz)
$L2$ - Average sound pressure level in receiving room (averaged from 100 Hz – 3150 Hz)
S – Wall Area (m^2)
A – Total absorption in receiving room (m^2 units)

Rw – weighted sound reduction index

AVERAGE ROOM TO ROOM LEVEL DIFFERENCE – D, dB = $L1 - L2$, averaged 1/3 octave bands from 100Hz – 3150kHz.

Dw – weighted value of D (usually 2 - 3dB higher)

DnT, w – Dw corrected for reverberation time of receiving room

NOISE RATING CURVES (NR CURVES) – set of curves used to describe optimum background noise levels for different tasks.

L10/90 LEVEL (dB) - The level in dB of a time varying sound pressured level (e.g. traffic) exceeded for 10%/90% of the time of measurement.
L90 is usually called the BACKGROUND NOISE LEVEL.

Leq AVERAGE SOUND PRESSURE LEVEL – level dB of a time varying sound pressure level with equal amounts of energy above and below it, for the time of measurement.

TONAL NOISE – noise of a single frequency (or a narrow band of frequencies that can be perceived as a tone), audible above the broad band noise background. Noise which is at least 5dB above the average of the 1/3 octave band sound pressure levels immediately on either side of it.

APPENDIX E

East Hampshire DISTRICT COUNCIL

Working in Partnership

South Downs National Park Authority

Mr S Field
Petersfield Town Council Festival Hall
24 Heath Road
Petersfield
Hampshire
GU31 4EA

Our Ref: SDNP/19/00423/PRE
Contact Officer: Mary Bird
Tel. No.: 01730 234268

1 March 2019

Dear Mr Field

PRE-APPLICATION ADVICE

Proposal: **Demolish and rebuild the single storey extension to a two storey extension and expansion of the foyer area of the main entrance to the Festival Hall**

Site Address: **Petersfield Town Council Festival Hall, 24 Heath Road, Petersfield, Hampshire, GU31 4EA**

Thank you for your correspondence received 28 January 2019 seeking pre-application advice.

Executive Summary

I refer to our recent meeting concerning the above site and am writing to clarify the advice given. I understand that you are seeking advice and guidance relating to the refurbishment of the Festival Hall along with two extensions to the building. I confirmed that formal planning permission is required for the proposed works.

The above site lies within a settlement policy boundary as set out in the adopted local plan and therefore the principle of development is acceptable subject to its detailed design and impact it may have on neighbouring development amongst other development control matters. The site also lies within a conservation area and is subject to the Petersfield Neighbourhood Plan.

During our meeting I confirmed that policy SD43 of the soon to be adopted South Downs National Park Local Plan is of particular relevance to your proposal and you may wish to view this in full via the council website. You will note that this policy relates to community facilities and it is my view that your scheme would be in accordance with the aims of this policy.

Notwithstanding the principle being acceptable I raised concern over the proximity of the proposed two storey side extension to the boundary with 24 Herne Road which is a residential dwelling. Whilst there do not appear to be many windows on the flank elevation of the residential dwelling I

raised concern with regard to the potential overbearing impact the new extension may have on the amenities of the occupiers of this property.

I further noted that there are a number of proposed windows at first floor level on the new extension that would result in direct overlooking to the neighbouring properties to the east. I understand that you will consider my comments and may undertake some amendments to this part of your scheme.

The proposal also includes additional plant on the roof of the two storey extension and I confirmed that it will be necessary to include full details of what sound attenuation measures you intend to put in place to protect the amenities of the nearby residents.

Whilst the general scale and shape of the proposed extensions appear to reflect the character of the building I noted some concern over the level of detailing on the two storey extension and in particular the size and appearance of the windows. I would encourage you to consider introducing additional glazing bars to the new windows in order to tie these more closely with the windows of the original building. I acknowledge that you do not want to merely mimic the design of the original building but I am concerned that the expanse of brickwork with little detail to break this up on this elevation may appear a little stark.

We discussed the car parking requirement for the building as a whole and I understand that this is something you are continuing to explore. You acknowledged that there will be a requirement for some additional parking spaces due to the modest increase in floor area within the building. As a significant part of the additional floor area is intended to be sublet it will be important to identify where the dedicated spaces for these new office uses will be located.

The proposed entrance to the north of the site will introduce a significant amount of new glazing. I would encourage you to consider policy SD08 of the SDNP Local Plan. This policy relates to the dark night skies. It will be important to address this policy in your supporting statement when the formal planning application is submitted.

I confirmed that any further pre application discussions will take place with the case officer for this proposal. Danielle Hall will be the case officer and her contact details are as follows. Direct telephone number is 01730 234293 and her email address is danielle.hall@easthants.gov.uk.

I trust this letter has clarified the position for you.

If you pursue a formal planning application please note that the requirements of the South Downs National Park Authority Local Validation List will apply with regard to the information required to be submitted. Further information is available at https://www.southdowns.gov.uk/planning/making-an-application/local-validation-list/ .

It would be advisable to contact the Building Control department at your Local Authority to check if building regulation approval is required.

Please note that the advice contained within this letter constitutes an informal Officer's opinion and does not prejudice, nor is binding upon, any future decision taken by the South Downs National Park Authority.

Yours sincerely,

Mary Bird
Principal Planning Officer
For and on behalf of South Downs National Park