

NEIL HITCH
Town Clerk
Tel. (01730) 264182

*The Town Hall
Heath Road
Petersfield
Hampshire
GU31 4EA*

e-mail admin@petersfield-tc.gov.uk
www.petersfield-tc.gov.uk

3rd November 2020

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 9th November 2020 in the Council Chamber, Town Hall, Petersfield at 6.30 p.m., and via Zoom teleconference/video-conference facility as permitted by UK Government legislation during the current Covid-19 pandemic. The log in details to join via Zoom are as follows: <https://zoom.us/> with meeting ID: 839 4172 2984 (members of the public are asked to email committee.admin@petersfield-tc.gov.uk by 5.p.m on the day of the meeting for the password).

Yours sincerely,

Neil R Hitch
Town Clerk

AGENDA

1. Chairman's Comments.
2. To receive and record apologies for absence.
3. To consider the granting of a dispensation under Section 33 of the Localism Act (2011) to enable members to participate in, and vote on, an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.
4. To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, members may not participate in any discussion of, or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the Chamber when the meeting discusses and votes on the matter.
5. To approve the minutes of the Public Halls Committee meeting held on 12th October 2020 (*previously circulated*).



6. Public Representation - Councillors to receive representation (including items on the agenda) from members of the public provided they (public) have given due notice of their intention to the Town Clerk no later than 10.30 am on the day of the meeting. The maximum time limit allowed per person is three minutes although this may be reduced if a large number of people express their wish to address councillors.
7. To receive the Festival Hall Manager's report (*to follow*).
8. To receive a presentation from Tim Foster of Foster Wilson architects regarding RIBA stage 3 of the Festival Hall refurbishment (*verbal*).
9. To receive and consider the ballpark figure for the replacement of the stage bars (*attached*).
10. To consider a report from Andrews Newby regarding a structural survey of the Festival Hall building (*to follow*).
11. To review and update the Public Halls Policy (*attached*).
12. To receive and consider the Auditel August and September 2020 utility reports (*to follow*).

Confidential

13. To consider staff and other confidential matters.

~ End ~



ESTIMATE

RT01992-03.0

To	The Festival Hall Heath Road Petersfield Hampshire GU31 4EA	Contact	Jon Tucker
		Tel	01730 264182
		Email	festival@petersfield-tc.gov.uk

From	Paul Darby	Tel	+44 (0)203 126 4040
Date	21 st October 2020	Email	paul.darby@riggingteam.com

Project Information:

Name	Festival Hall Remedial Works – Stage Grid Replacement
Number	RT01992
Dates	TBC

Equipment & Services:

Supporting Steelwork

- Steelwork as required (survey dependant).
- Black finish.

Replacement Components

- Compliant Control Ropes, SWR, Clew Plates, Bar Terminations, Head Pulleys, Drop Pulleys and Connectors as necessary.

Installation

- Labour
- Equipment & Crew Transport
- Temporary Tools
- Temporary Access as Necessary
- Associated fixings
- Pre-Production & Commissioning

**Grand Total £55,300.00
excl VAT**

Notes:

Grand Total

Price detailed here is an **estimate** based on the information currently available.

Structural Survey

- Estimate is based on information currently available and is reliant on a structural survey.

Equipment Specification

- Inclusive of new supporting steelwork, attached to the existing primary structure (walls / ceiling).
- Estimate presumes that all physical bars will be reused with the exception of Bar 19.
- Bar 19 to be replaced to match specification of other Winch Bars.
- Estimate assumes that all bar types will be reinstated in the current configuration. Changes to specification (eg reinstating Help locations as Winch Bars) may incur additional costs.

Installation

- Provision of labour to remove existing installation as necessary to stage / floor level.
- No allowance has been made for disposal of any removed equipment.
- Provision of labour to install steelwork and all associated components.
- Inclusive of equipment and crew transport.
- Estimate assumes installation over consecutive days between Monday – Friday, 08:00 – 18:00.
- Split installation over non-consecutive days may incur additional costs.
- Inclusive of pre-production including site visits and meetings as necessary.
- Inclusive of post-install report and certification of Rigging Team installed components.

General

- Role of Principal Contractor to be fulfilled by others. Rigging Team have allowed for provision of appropriate H&S documentation relating to their tasks only.
- Control of workplace to be administered by others.
- The workplace will be clearly defined by others and closed to the general public.
- There will be no hot works carried out by Rigging Team.
- There will be no lone working in enclosed spaces by Rigging Team.
- Relevant hazards created by other tasks to be identified by client.
- No work will be carried out on live electrics.
- No provision is made by Rigging Team for the handling of asbestos. Any asbestos information is to be provided by client in advance of work.
- It is presumed that the site has clear free access and will be clean, dry and free from any obstructions prior to work commencing and that any site induction will consume no more than 1 hour.
- Provision of 13a or 16a single phase power by venue for duration of all shifts.

Quote T&C's:

- **All amounts are Exclusive of VAT.**
- This quotation is valid for 14 days and is subject to equipment and staff availability.
- Sale items remain the property of Rigging Team Ltd until paid for in full.
- Labour is based on a maximum 10 hour shift, overtime will be charged at additional cost.
- Costs based on information received to date and subject to change pending further information, amendment to requirements etc.
- Subject to Rigging Team standard terms and conditions. E&OE.

QUOTE

RT01992-01.0

To	The Festival Hall Heath Road Petersfield Hampshire GU31 4EA	Contact	Jon Tucker
		Tel	01730 264182
		Email	festival@petersfield-tc.gov.uk

From	Paul Darby	Tel	+44 (0)203 126 4040
Date	21 st October 2020	Email	paul.darby@riggingteam.com

Project Information:

Name Festival Hall Remedial Works – Structural Survey
Number RT01992
Dates TBC

Equipment & Services:

Structural Survey

- Survey of internal structure to establish capacity and suitability of existing installation.
- Review of all existing information (incl. notes and photos).
- Determine all existing loads to primary structure (stage area and main auditorium).
- Model of primary structure.
- Determine residual capacity of primary structure.
- Review existing grid and connections.
- Provide strengthening / remedial details and advice as necessary.
- Calculation report.
- Limited 6 year liability.

£5,040.00

**Grand Total £5,040.00
excl VAT**

Notes:

Labour, Access and Transport

- Inclusive of Structural Engineer and Rigging Team Installation Engineer to undertake survey.
- Inclusive of suitable temporary access for stage and auditorium area.
- Inclusive of all staff and equipment transport.

General

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- Control of workplace to be administered by others.
- The workplace will be clearly defined by others and closed to the general public.
- There will be no hot works carried out by Rigging Team.
- There will be no lone working in enclosed spaces by Rigging Team.
- Relevant hazards created by other tasks to be identified by client.
- No work will be carried out on live electrics.
- No provision is made by Rigging Team for the handling of asbestos. Any asbestos information is to be provided by client in advance of work.
- It is presumed that the site has clear free access and will be clean, dry and free from any obstructions prior to work commencing and that any site induction will consume no more than 1 hour.
- Provision of 13a or 16a single phase power by venue for duration of all shifts.

Quote T&C's:

- **All amounts are Exclusive of VAT.**
- This quotation is valid for 14 days and is subject to equipment and staff availability.
- Sale items remain the property of Rigging Team Ltd until paid for in full.
- Labour is based on a maximum 10 hour shift, overtime will be charged at additional cost.
- Costs based on information received to date and subject to change pending further information, amendment to requirements etc.
- Subject to Rigging Team standard terms and conditions. E&OE.



PUBLIC HALLS

PUBLIC HALLS POLICY (SUBJECT TO AVAILABLE FUNDING)

1. To maintain all Public Halls under the control of the Council in a first class condition, ensuring regular, planned maintenance takes place.
2. To ensure that all fixtures and fittings are maintained to a high standard and are repaired or replaced as necessary to ensure all users have the benefit of first class facilities.
3. To market the facilities to ensure optimum usage, thereby achieving a high level of return on the Council's asset.
4. To ensure that the hire charges are set at the best economic level commensurate with similar facilities elsewhere and to review charges annually
5. The hours of opening are normally from 8 am until 11 pm (full day) and there is a minimum hire charge of 5 hours which applies Friday – Sunday.
6. Hires are at the discretion of the Festival Hall Manager, with recourse to the Town Clerk and Chairman of Public Halls if necessary with delegated powers given to the Festival Hall Manager/Town Clerk/ Chairman of Public Halls to accept or decline Bank Holiday bookings which will be charged at Sunday rates.
7. To book all Halls on a first come first served basis with bookings taken up to 2 years ahead.
8. To ensure that all facilities are kept in a well-ordered and clean condition.
9. To ensure that all potential hirers are financially sound and of a responsible nature, and adhere to the Town Council's Child Protection Policy.
10. To ensure that the highest standards of safety are maintained to safeguard the public, hirers of the Hall and Council employees.
11. To provide a venue for public entertainment in terms of theatre, music and other forms of entertainment.
12. The granting of "regular hire status" to be delegated to Officers and be applied in accordance with any discounting policy per venue. "Regular hire status" defined as a hire at least once a week throughout the year.
13. To hold an annual Users Meeting for all regular users of all Halls.
14. To pay due regard to the Town Council's carbon footprint and the environmental impact of the Halls policies and activities and to actively pursue an energy-conservation policy.

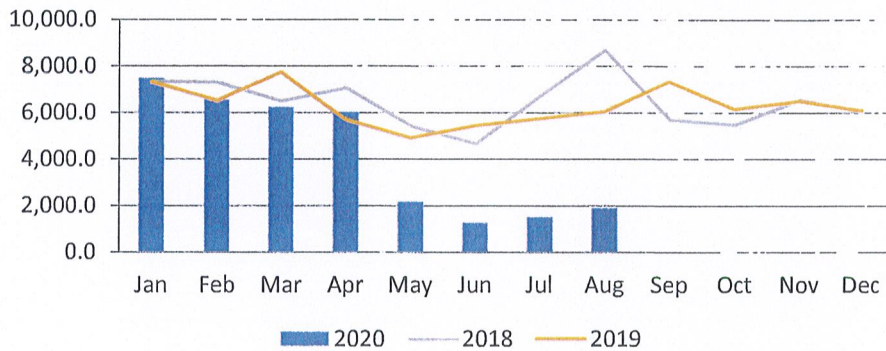
Petersfield Town Council

Auditel Monthly Utility Report – August 2020 (COVID 19 LOCKDOWN EASING PERIOD)

Site: Town Hall

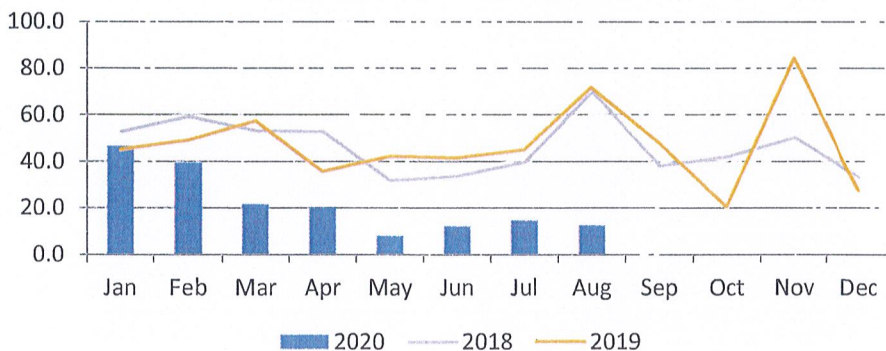
This report is intended to give a short summary of the utility usage at the Town Hall site. Further details or additional information can be obtained from Neil Woolmer.

Electric Usage (kWh)



Usage was down 69% against August 2019. At the end of March the government brought in measures to combat the spread of COVID-19.

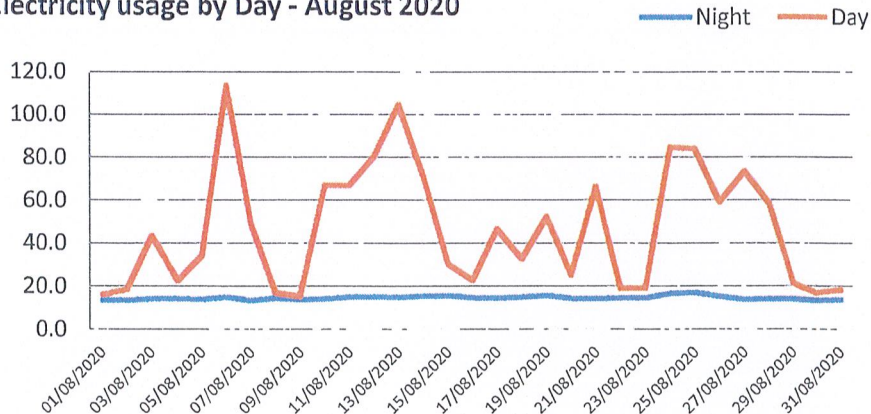
Electric Peak (kVA)



100 kVA Available Capacity

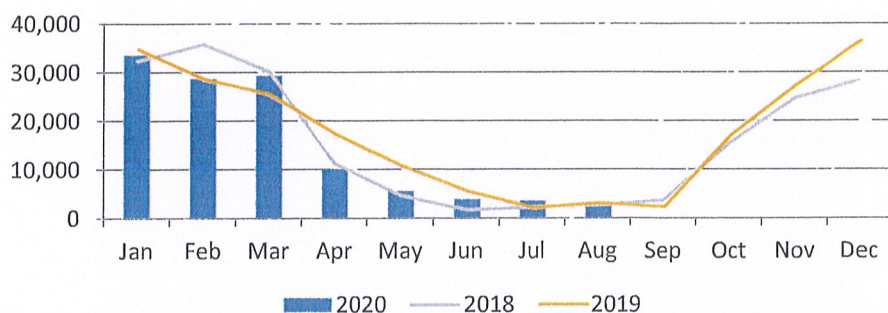
Peak demand was 12.6 kVA in August of the 100 kVA capacity available. Down 82% on the previous year.

Electricity usage by Day - August 2020



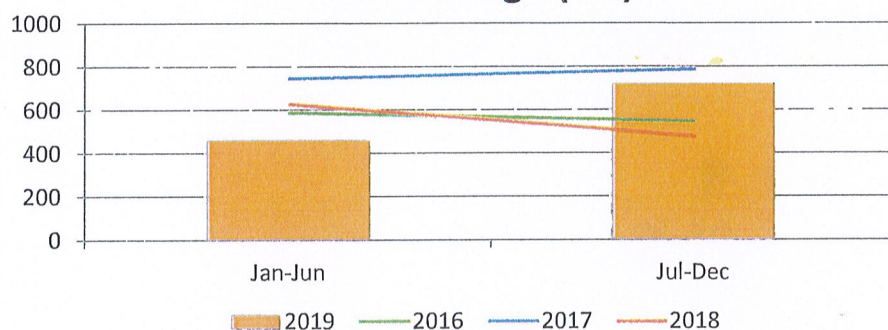
Day and Night kWh usages for August.

Gas Usage (kWh)



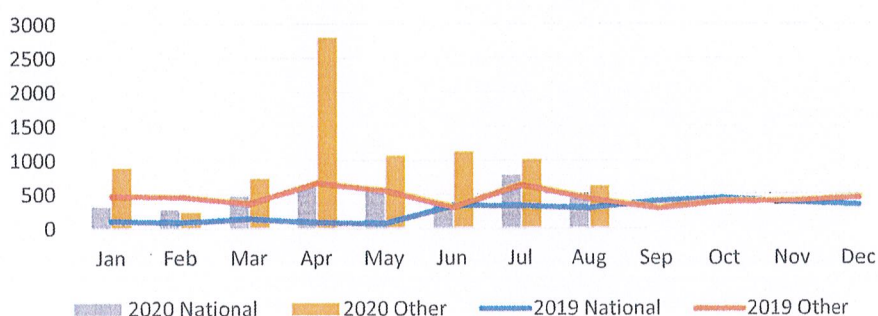
Gas usage was down 15% against August 2019.

Water Usage (m³)



Last 6 months usage was up 51% verses the same usage period in 2018, however it is worth noting that the billed period on the latest bill was extended covering August 2019 to August 2020 usage.

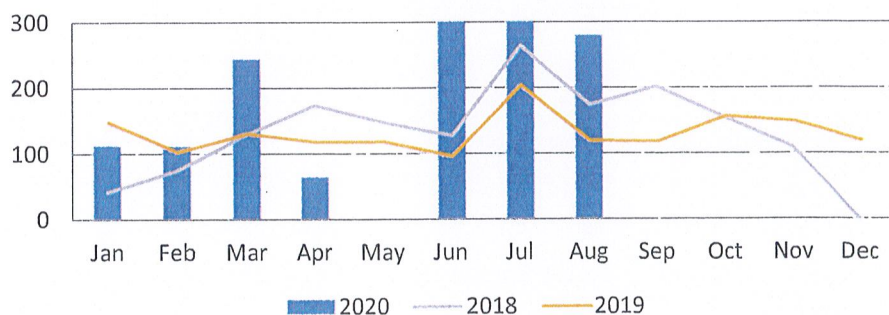
Landline Usage (Mins)



National calls were up 75%. Other call types, i.e, to mobiles were up 41%.

Note: due to lack of recording for Local calls we've adjusted the chart to measure National and Other calls 2019/2020 by adding Local and Other calls together for those months where necessary for 2019 & 2020.

Mobile Usage (Mins)



Mobile usage was up 134% in August 2020. Additional call charges of £0.53p were incurred. There were 279 minutes of calls recorded.

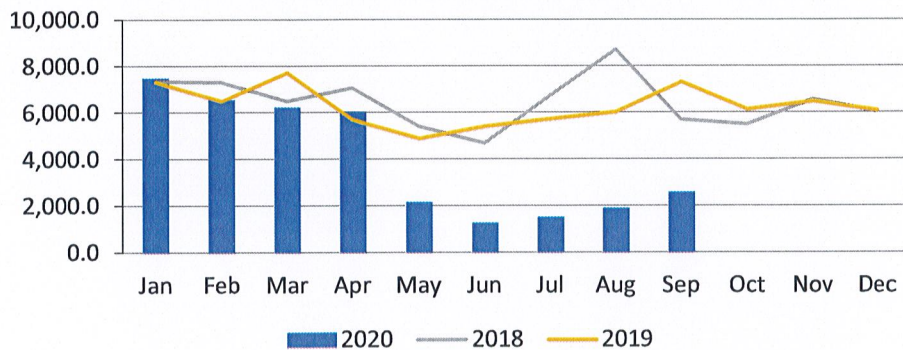
Petersfield Town Council

Auditel Monthly Utility Report – September 2020 (COVID 19 LOCKDOWN EASING PERIOD)

Site: Town Hall

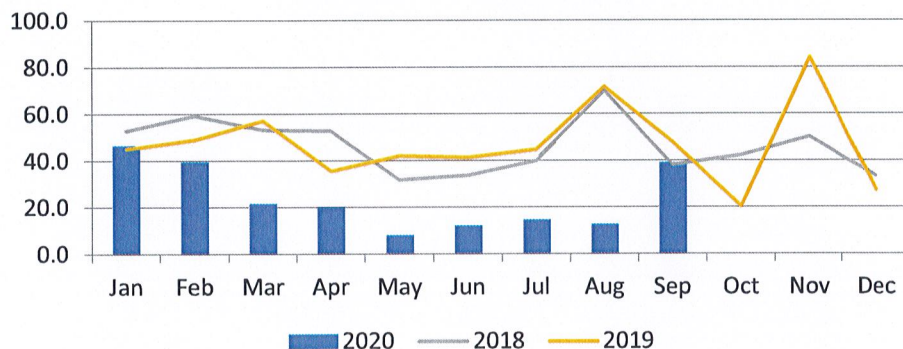
This report is intended to give a short summary of the utility usage at the Town Hall site. Further details or additional information can be obtained from Neil Woolmer.

Electric Usage (kWh)



Usage was down 65% against September 2019. At the end of March the government brought in measures to combat the spread of COVID-19.

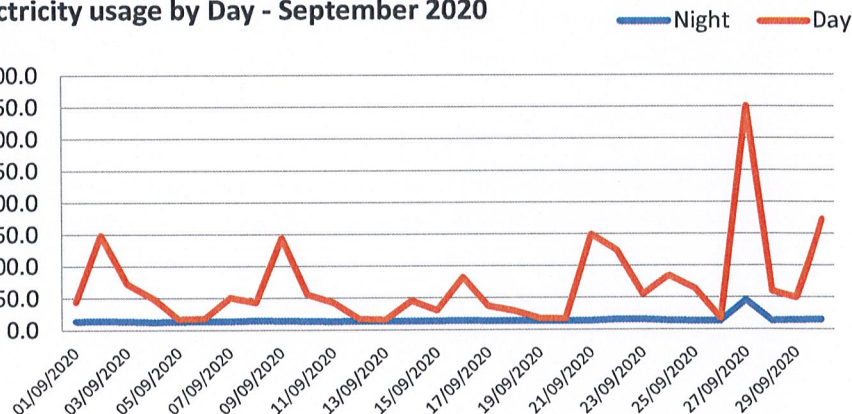
Electric Peak (kVA)



100 kVA Available Capacity

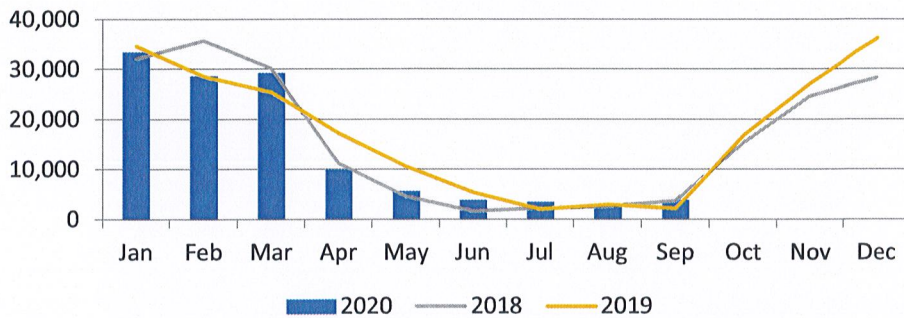
Peak demand was 39 kVA in September of the 100 kVA capacity available. Down 19% on the previous year.

Electricity usage by Day - September 2020



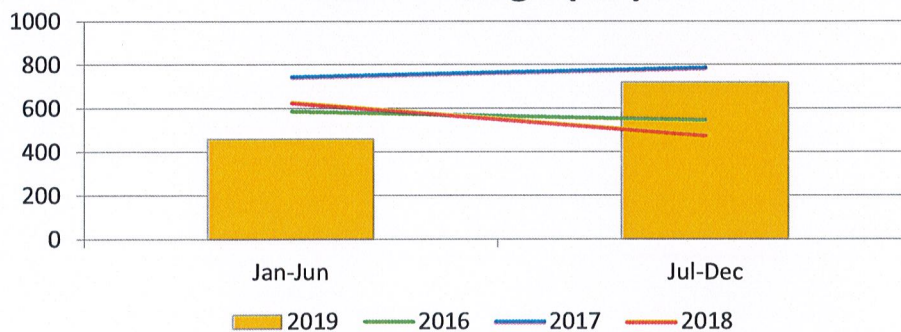
Day and Night kWh usages for September.

Gas Usage (kWh)



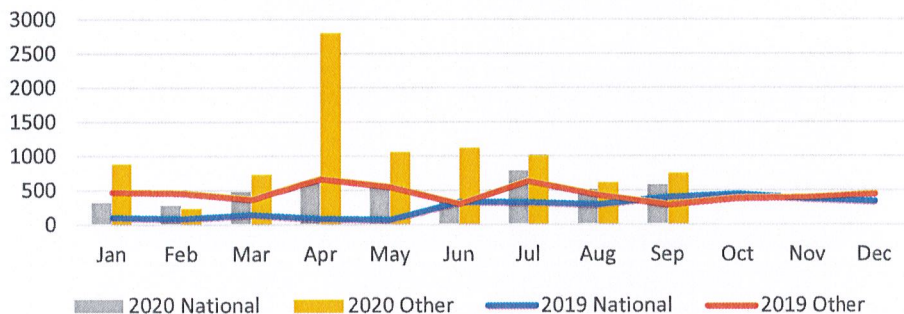
Gas usage was up 80% against September 2019.

Water Usage (m³)



Last 6 months usage was up 51% verses the same usage period in 2018, however it is worth noting that the billed period on the latest bill was extended covering September 2019 to September 2020 usage.

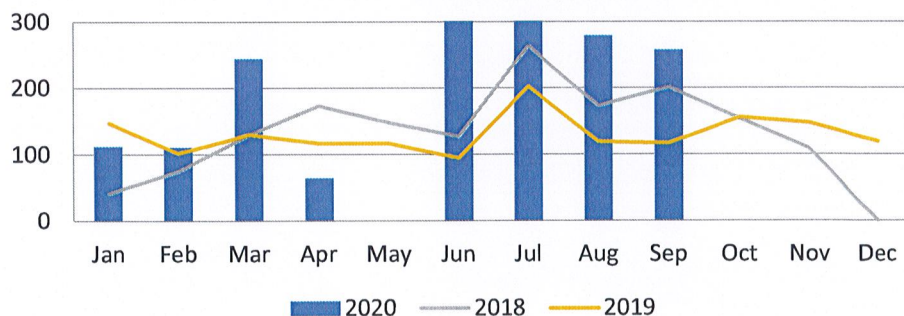
Landline Usage (Mins)



National calls were up 45%. Other call types, i.e, to mobiles were up 154%.

Note: due to lack of recording for Local calls we've adjusted the chart to measure National and Other calls 2019/2020 by adding Local and Other calls together for those months where necessary for 2019 & 2020.

Mobile Usage (Mins)



Mobile usage was up 120% in September 2020. Additional call charges of £0.27 were incurred. There were 257 minutes of calls recorded.