

NEIL HITCH
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5th January 2021

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 11th January 2021 at 6.30 p.m. 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: 814 9239 3280 (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,

A handwritten signature in black ink that reads "pp Steve Field".

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 9th November 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 consider a list of actions arising from the Andrews Newby structural survey of the Festival Hall building (*attached*).
9. To receive the minutes of the Festival Hall Working Party meeting held on 26th November 2020(*attached*).
10. To consider a report regarding proposals for the ground floor office space at the Town Hall (*attached*).
11. To review the decision to ban public performances at the Festival Hall, made at the September 2020 Public Halls meeting (*minute number PH0960 refers*).
12. To discuss the removal of the canopy at the Festival Hall entrance (*verbal*).
13. To receive an update on the work to enclose the porch at the Avenue Pavilion (*verbal*).
14. To review and consider the Auditel October and November 2020 utility reports (*attached*).

Confidential

15. To consider staff and other confidential matters.

~ End ~



Festival Hall

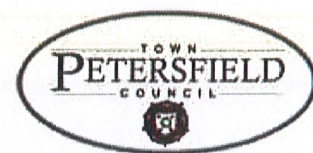


PROJECT ACTION ITEMS

PROJECT		FULL PROJECT NAME:		Festival Hall Refurbishment		PROJECT MANAGER:		Stephen Field	
No:		PTC021							
ACTION ITEM No.	DATE OPENED	DESCRIPTION	PRIORITY	RESPONSIBLE PARTY	DUE DATE	COMPLETION DATE	PROGRESS NOTES	STATUS	
8.01 (a)	01/11/2020	Carry out a cavity wall inspection, to examine any embedded metals, including but not limited to wall ties. The survey would also cover the construction of the curved bays at high and low level, it would also enable the junction of the flat roofs and external walls to be checked for the presence and condition of the cavity trays	High	Halls Manager	31/03/2021		Refer to full Andrews Newby report references 7.2, 7.3, 7.4, 7.5, and 7.6	Open	
8.01 (b)	01/11/2020	Carry out a CCTV survey of the below ground foul and surface water drainage	Medium	Halls Manager	01/11/2021		Refer to full Andrews Newby report references 7.10	Open	
8.00 (a)	01/11/2020	Removal of local corroding steel elements, crack and other local repairs to the structural masonry. Generally, the Town and Festival Hall external walls	Medium	Halls Manager	01/11/2021		Refer to full Andrews Newby report references 7.5, 7.6, 7.9 and 7.10	Open	
8.00 (b)	01/11/2020	Repair and/or installation of new flashings and cavity trays at the junctions of the east and west flat roofs with the external walls of the Festival hall and Rose Room. Also, above the front entrance canopy - subject to 8.01 (a)	High	Halls Manager	01/11/2021		Refer to full Andrews Newby report references 7.15, 7.16, 7.21, and 7.22	Open	

8.00 ©	01/11/2020	Local removal and replacement of the rendered bands to the elevations of both the Town and Festival Hall. Repairs to the background, improve weathering details - subject to 8.01 (a)	Low	Project Manager			Part of RIBA 3 - refer to Andrews Newby report 7.2 - FURTHER INVESTIGATION REQUIRED	Deferred
8.00 (d)	01/11/2020	Replacement of the mastic sealant within vertical movement joints, rear extension	High	Halls Manager	31/03/2021		FURTHER INVESTIGATION REQUIRED	Open
8.00 (e)	01/11/2020	Vehicle barrier protection to the front south elevation of the modular building	Low	Project Manager			Part of RIBA 3 - refer to Andrews Newby report 7.17	Deferred
8.00 (f) p1	01/11/2020	Refurbishment of the fire escape staircases (x 3	Low	Project Manager			Part of RIBA 3 - refer to Andrews Newby report 7.7	Deferred
8.00 (f) p2	01/11/2020	Redecoration and/or replacement of the timber fire escape doors/frames	High	Halls Manager	31/03/2021		Refer to Andrews Newby report 7.8	Open
8.00 (g)	01/11/2020	Redecoration of the rear, Rose Room, entrance canopy	High	Halls Manager	31/03/2021		Refer to Andrews Newby report 7.20	Open
8.00 (h)	01/11/2020	Redecoration or replacement of timber framed windows, to the rear north and side west elevations	Medium	Halls Manager	30/11/2021		Refer to Andrews Newby report 7.24	Open
8.00 (i)	01/11/2020	Repairs to the internal plaster and other finishes followed by redecoration where previously damaged by rainwater penetration and dampness	Low	Project Manager			Refer to Andrews Newby report 7.3	Deferred
8.00 (j)	01/11/2020	Provide further roof protective barrier around the continuous roof light over the rear access corridor to the Festival Hall	Medium	Halls Manager	30/11/2021		FURTHER INVESTIGATION REQUIRED	Open
8.02	01/11/2020	Following a CCTV survey, works may be required to correct the below ground (foul and surface water) drainage/soakaways	Low	Project Manager				Deferred
8.03	01/11/2020	Consider works that will be carried out due to RIBA 3 to minimise duplications where possible	Low	Project Manager				Deferred
1	26/11/2020	3 Energy Survey quotes to be acquired	High	Project Manager	11/01/2021		Request sent out to 3 potential contractors - one positive response	Open
2	26/11/2020	COVID considerations to be worked on and included in RIBA 3	High	Working Party	30/11/2021		Consideration to layout of toilets and where ticket desk should be located	Open
3	26/11/2020	Initial concepts and ideas for RIBA 3	High	Foster Wilson	31/12/2020	15/12/2020	Initial concepts/ideas sent to FHWP on 18/12	Open

Minutes of the Festival Hall Working Party 26th November 2020



9

A meeting of the Festival Hall Working Party was held on 26th November.

Attended: Cllr JC Crissey (Chairman), Cllrs Peter Clist, John Lees, John Palmer, James Deane, Steve Field (Projects and Office Manager), and Jon Tucker (Halls Manager)

Apologies: There were no apologies

Item	Discussion	Decision
Introduction	Cllr Crissey welcomed new members to the meeting, and provided a brief insight to the project, and where it was currently in terms of what had been resolved	
Climate Change	<p>Cllr Palmer provided a presentation on climate change, and what changes to the design specification of RIBA 3 could improve the performance of energy and reduce our carbon output towards a neutral carbon status</p> <p>The main issues with the current building is heating, and there are a number of ways to reduce the loss of heat as follows:</p> <ol style="list-style-type: none"> 1. Insulate building from outside 2. Cavity wall installation 3. Internal installation with loss of space 4. Triple glazing <p>Work to implement a Zero Carbon status could be planned over a number of years, and it was suggested that consultancy was brought in to advise on this (possibly based on PHPP), so that this could be contributed to the overall RIBA 3 design. A guestimate of cost was suggested as being 5k</p> <p>A report to propose this work would be presented to Halls in January</p>	<p>JP to advise on consultancy firms</p> <p>SF to write report to propose consultancy and present to Public Halls in January 2021</p>
COVID-19	It was recognised that there was no current standard, but theatre chains are beginning to put their guidelines together on the operation of ticket sales, concession stands and seating	<p>ALL Consideration should be given to</p> <p>Layout of toilets</p> <p>Location of desk for ticket sales (also considering outside)</p>
Zones	<p>It was agreed that the use of the previously identified Zones should now be used at all times to determine and define the future stages. The Zones are as follows:</p> <ol style="list-style-type: none"> 1. 2 Storey Extension 	<p>JC commented on the need to consider High Level Broadband for live streaming</p>

Minutes of the Festival Hall Working Party

26th November 2020



	<ul style="list-style-type: none"> 2. Rose Room and Lobby 3. New Foyer Extension 4. Technical Upgrades to Hall 5. Main Hall and Back Stage area 6. Town Hall Offices and Small Hall 7. External Works 8. Festival Hall Chambers 	
Andrews Newby Structural Report	Officers Jon and Steve annotated the Andrews Newby report, illustrating the work that was required within 3 months (marked RED), work that was required within a year (marked YELLOW), and work that was likely to be part of the Festival Hall project (marked GREEN)	<p>SF/JT to produce report of RED actions for December F&GP</p> <p>*Note: Details of all Andrews Newby recommendations can be found in the Festival Hall Working Party action list</p> <p>*A list of the items marked RED can be found below – see appendix A</p>
Foster Wilson	Jonathan Size (FW Project Manager) joined the meeting at 2:55 pm and JC Crissey informed Jonathan of what had been discussed	JS wished to share some initial ideas that Foster Wilson had drawn up in respect of Zone 8, but was asked to send these to Steve Field so that they could be reviewed at a later date
Date of next meeting	7 th January 2021 – 2 pm by Zoom	

Minutes of the Festival Hall Working Party

26th November 2020



Appendix A – Andrews Newby Red List

These works are planned to be completed/started within 1-3 months from the date of these minutes

Ref	Details	Action/Costs	Notes
8.01 (a)	Carry out a cavity wall inspection, to examine any embedded metals, including but not limited to wall ties. The survey would also cover the construction of the curved bays at high and low level, it would also enable the junction of the flat roofs and external walls to be checked for the presence and condition of the cavity trays		
8.00 (b)	Repairs and/or installation of new flashings and cavity trays at the junctions of the east and west flat roofs with the external walls of the Festival Hall and Rose Room. Also, above the front entrance canopy. Subject to 8.01(a) above		
8.00 (d)	Replacement of the mastic sealant within vertical movement joints, rear extension		Further investigation required
8.00 (f)	(part 2) Redecoration and/or replacement of the timber fire escape doors/frames		
8.00 (g)	Redecoration of the rear, Rose Room, entrance canopy		One option is to remove all together



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Downstairs Office Space

1. Introduction

In the December 2020 F&GP meeting, members discussed and agreed that members of staff located downstairs could now utilise the upstairs office space vacated by the Museum as follows:

F 1238

TOWN HALL OFFICE SPACE

Members received and considered the report regarding the proposed re-arrangement of the Town Hall office space following the Petersfield Museum vacating the large first floor office space (*see appendix B*). Members agreed that the office administration staff should move up into the empty office space as this would allow for a better way of working in an open plan environment. The cost of the move would be minimal as it would be carried out by the Halls team.

Members felt that the report was not clear in what it was asking for in terms of reconfiguring the downstairs layout of the Town Hall and additional staff for the reception area. The benefits of the 3 options listed were unclear and so were the costs of the changes to the layout. In addition, there is overlap with the proposed refurbishment of the building and the Festival Hall working party had looked at this issue as one of the proposed zones of work for the refurbishment and agreed that it was a very low priority overall.

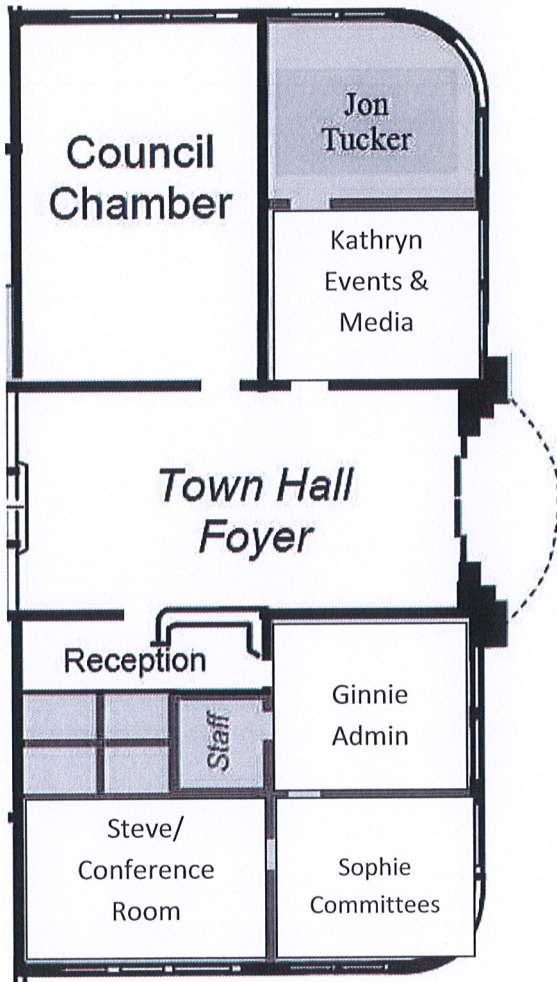
RESOLVED:

that the Town Council administrative staff can move into the vacant first floor office space in the Town Hall. Town Council Officers are asked to clarify the options and the impact of those options listed in the report dated 3rd December 2020 to the January Public Halls meeting.

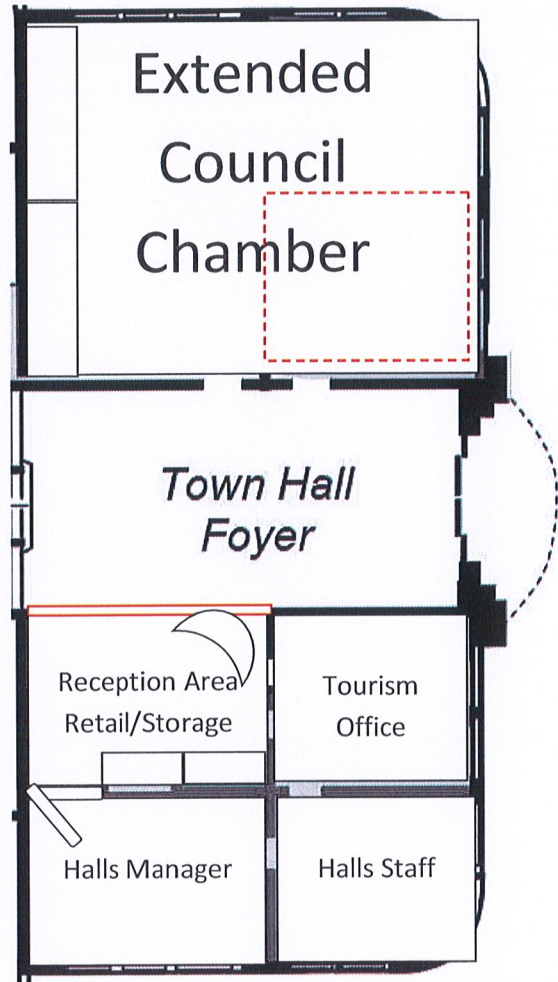
This report is intended to offer members some thoughts and ideas that have been considered by officers on how the downstairs office space may be utilised in the future. The following diagrams shows how the offices were previously used, and a proposed configuration for members to consider.



Former Ground Floor Office Layout



Proposed Ground Floor Office Layout



Extended Council Chamber

The changes to the Council Chamber would provide adequate space (including social distancing when required) for members and the public to attend committee meetings, especially well attended meetings such as Town Development and Council. Demonstrated in the diagram above is also an area where historical/library information could be accommodated including the bound minute books, which could be stored in a book case for general reference. Space permitting, the cabinet housing the various gifts from the twinning towns could also be located in the new extended council chamber.

It is noted that the expansion of the Council Chamber is listed as a low priority in the Festival Hall refurbishment project, but the current transfer of staff and the lack of onsite council meetings currently taking place in the Council Chamber provides an earlier opportunity for the conversion to take place and provide the following benefits:



- Provide more spacious and adequate accommodation for committee meetings, particularly with the current climate in mind, and in particular for the Town Development and Council meetings when they are at their fullest capacity
- Provide a larger downstairs room to hire out. On many occasions the current Council Chamber has been too small and limiting for enquiries that we have received. With the current furniture in place, this room can only ideally be hired out to groups of up to 20 people. The Rose Room, which is the next largest room, can be too large and expensive for groups over 20. The expanded Council Chamber with suitable furniture could accommodate approx. 40-50 people
- By removing this work from the overall refurbishment project, savings of professional fees could be made which are charged as a percentage of the overall contract value on a project of this magnitude

Costs for converting the Council Chambers are not included in this document, but officers could proceed with obtaining quotes, should members be interested in exploring this work in going ahead.

Downstairs Meeting Room

To meet with DDA requirements, the revised Council Chamber could be made available as a meeting space, or if the Council Chamber and offices in the east wing remained as they are, the room nearest to the lobby could be temporarily used as a downstairs meeting room (see area marked out with red dashes in diagram above).

Reception Area

Utilising the circular desk (currently located upstairs), this could provide a more suitable low-level reception desk for those in wheelchairs and mobility scooters, as well as a more open, friendly reception area dealing with usual activities of receiving and re-directing initial phone calls, and dealing with halls and grounds booking enquiries, town and tourism enquiries, cash and card payments for invoices and miscellaneous merchandise, and signposting enquiries to other organisations where applicable.

A reduced storage area would either provide cupboard space for leaflet stocks and a small amount of merchandise (as the current cupboards do now), or be a general open display area.

A door would lead directly into the Halls Manager's office from the reception area, providing direct access for him and his staff to access their office space, minimising staff disruption and minimising unnecessary contact.

Staffing of Reception

Option 1

With the offices currently closed to the public due to COVID, there is no requirement for a physical presence on reception, as most visits to the Town Hall are either deliveries or people with pre-arranged appointments. When the Town Hall re-opens to the public, then a physical presence in the reception area would be required. In the short term, this could be overseen by office and finance staff on a rota basis.



Details	Costs	Notes
*Downstairs Refurbishment Costs	~ £15,000	Knock out cupboard space and redesign reception area utilising the circular desk from upstairs
Additional Staff Costs	£0.00	Short term only – not sustainable
Total	~£15,000	

Option 2

Employment of an additional administrator (referenced in the Staff Panel minutes dated October 2020) to deal with all enquiries as listed above. The salary shown assumes standard Monday to Friday service as per current Council Office hours.

Details	Costs	Notes
*Downstairs Refurbishment Costs	~ £15,000	Knock out cupboard space and redesign reception area using circular desk from upstairs –
Staff Costs – Administrator (37.5 hours)	~£24,250	New person identified with staff panel and proposed in staffing budget 2021-22
Total	~£39,250	

*Quotes will be sought for the building works once approval has been given. If quotes exceed the indicative amount, then final costs will be referred back to the Public Halls committee for consideration before any works are undertaken.

Tourism Office

The Tourism office would be utilised by Tourism Staff (Tourism Officer / Digital Contents Officer), providing a further resource for tourism and town enquiries received initially by reception via phone or visit. This could assist tourism staff in understanding the nature of enquiries that are received by the Town Council now and in the future when the Town Visitor Centre is closed on 31st March 2021.

Halls Manager's Office

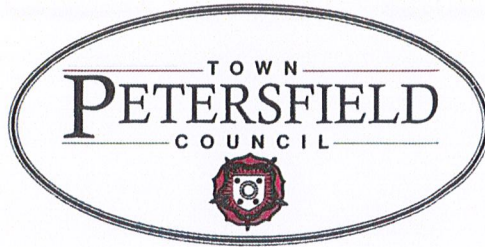
Whether the Council Chamber is extended or not it is proposed that the Halls Manager move to the office vacated by the Projects Manager.

Halls Staff Office

Whether the Council Chamber is extended or not, it is proposed that the smaller office is utilised by Halls Staff. With the halls staffing likely to be increased over the next year, this would provide the additional space required, as well as providing a space for existing hall staff when they are not directly working in the halls.

Works and Equipment Required

It is noted that members are concerned that this may be earlier than expected in the overall scheme of the Festival Hall refurbishments, and officers have therefore considered how to carry out most of the works required utilising the halls team and funding already available.



The estimate of £15,000 would cover a new grill (or door locks), a new door from reception into the Halls Manager's office - providing better flow and access to the back offices, creating new stud walls along the back of existing cupboard space, providing smaller cupboard units along new stud wall, laying new floor surfacing and carrying out any finishing works. Funds are available either from earmarked reserves or from the festival hall maintenance fund.

The halls team would remove all kitchen equipment and kitchen area, as well as the existing cupboard space.

Security would be provided to the reception area either by introducing lockable cupboards and doors, or providing a new grill which would cover the complete reception area. This is shown by the red line in the diagram.

Recommendations

That the west wing is redesigned as per the diagram to enable the move of the halls team from the east wing and provide office space for tourism, as well as provide a modern reception area with reduced storage area at a cost of no more than £15,000

Officers to provide detailed quotes at February Halls Meeting if the west wing quotes are more than £15000

Officers to provide detailed quotes for the expansion and conversion of the Council Chamber

Steve Field

Projects and Office Manager

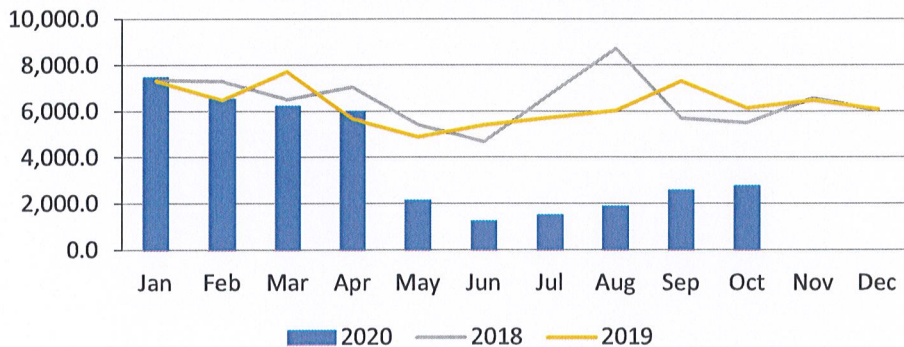
Petersfield Town Council

Auditel Monthly Utility Report – November 2020 (COVID 19 LOCKDOWN 2 PERIOD)

Site: Town Hall

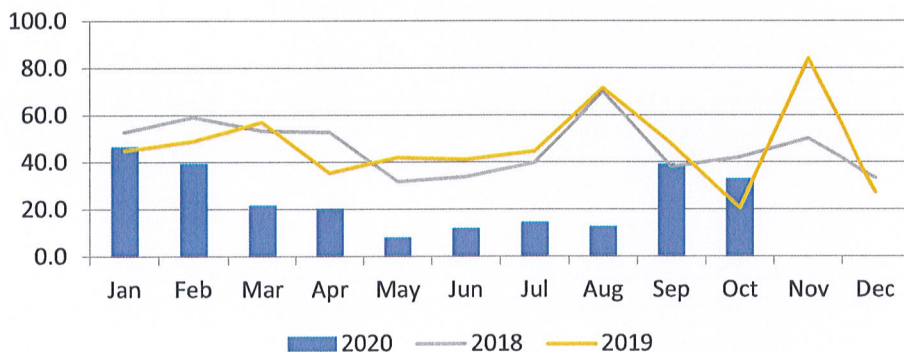
This report is intended to give a short summary of the utility usage at the Town Hall site. Further details or additional information can be obtained from Neil Woolmer.

Electric Usage (kWh)



Usage was down 55% against November 2019. At the end of March the government brought in measures to combat the spread of COVID-19.

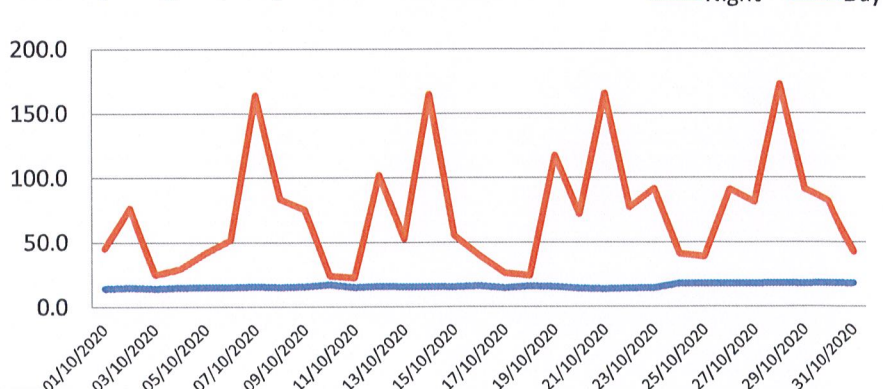
Electric Peak (kVA)



100 kVA Available Capacity

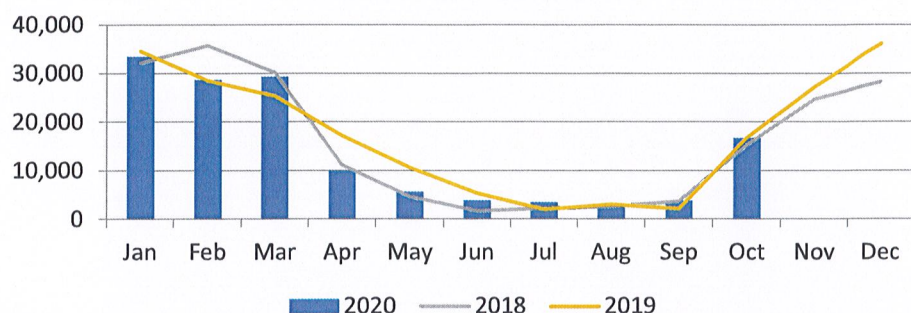
Peak demand was 32.9 kVA in November of the 100 kVA capacity available. Up 61% on the previous year.

Electricity usage by Day - November 2020



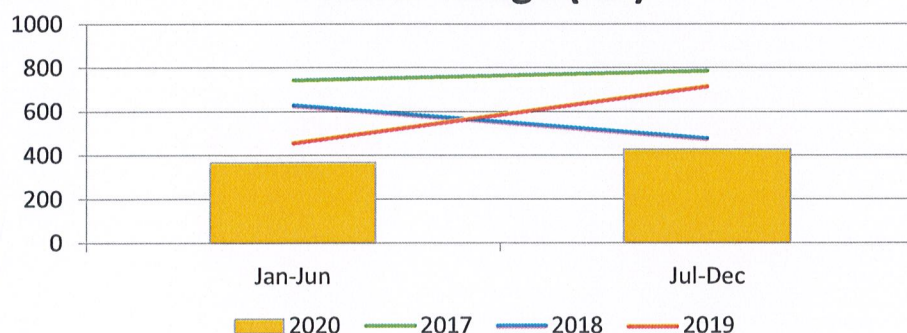
Day and Night kWh usages for November.

Gas Usage (kWh)



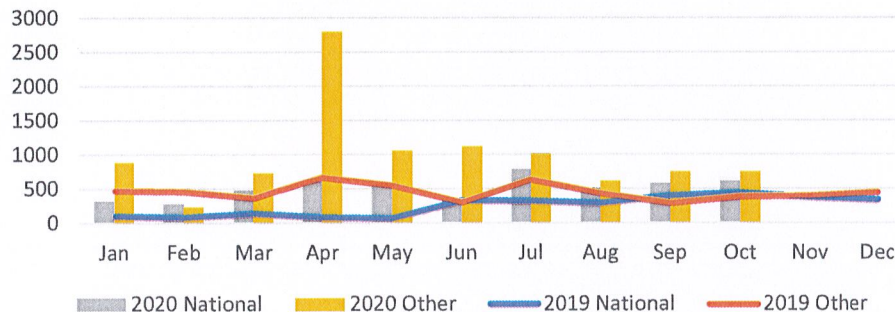
Gas usage was down 1% against November 2019.

Water Usage (m³)



Water usage was down during 2020, April to Augusts usage dropped 20% and the billed expected usage through to end of February 2021 is down 41%.

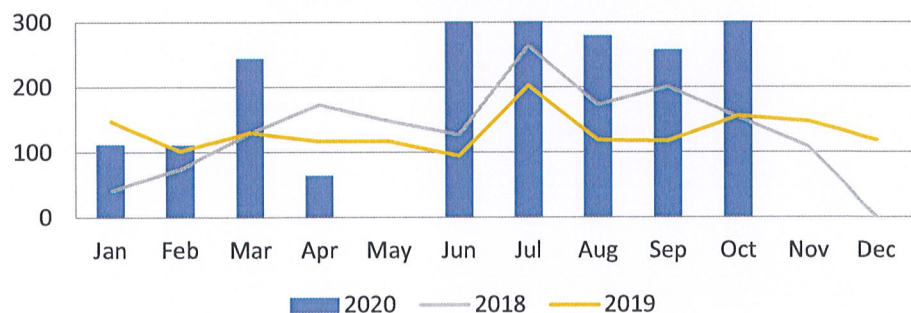
Landline Usage (Mins)



National calls were up 39%. Other call types, i.e, to mobiles were up 94%.

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 245% in November 2020. No additional call charges were incurred. There were 538 minutes of calls recorded.

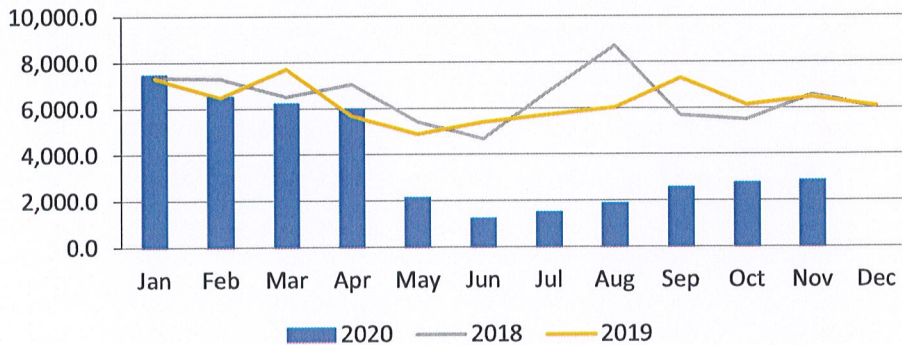
Petersfield Town Council

Auditel Monthly Utility Report – November 2020 (COVID 19 TIER SYSTEM APPLIED)

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.

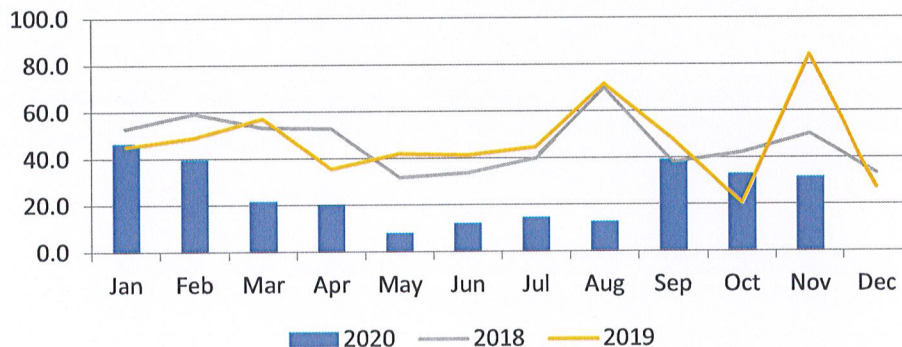
Electric Usage (kWh)



Usage was down 56% against November 2019.

At the end of March the government brought in measures to combat the spread of COVID-19.

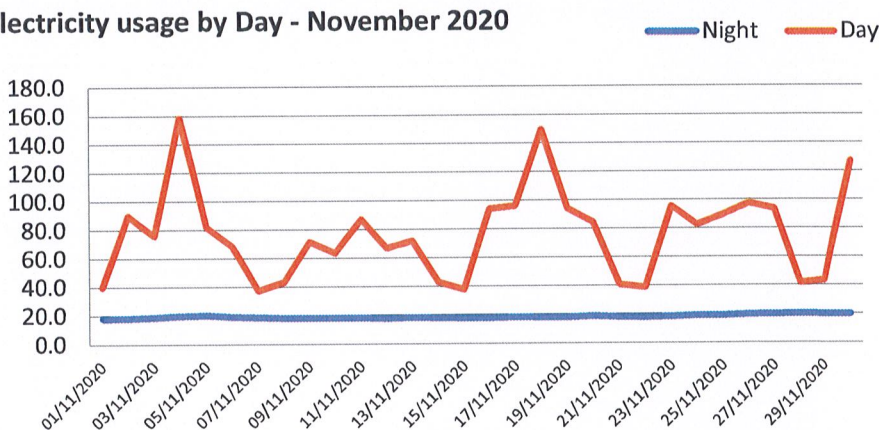
Electric Peak (kVA)



100 kVA Available Capacity

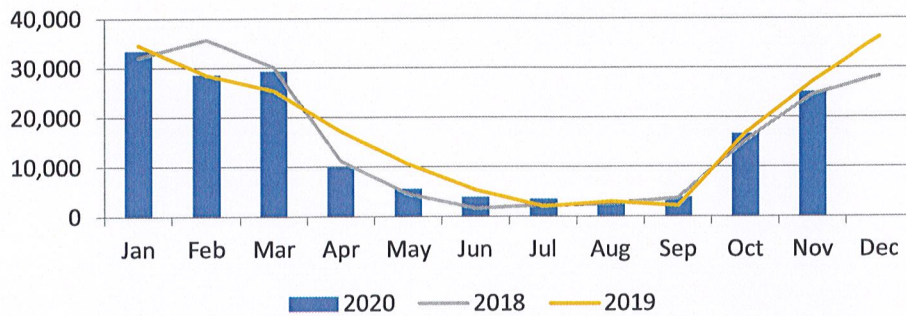
Peak demand was 31.6 kVA in November of the 100 kVA capacity available. Down 62% on the previous year.

Electricity usage by Day - November 2020



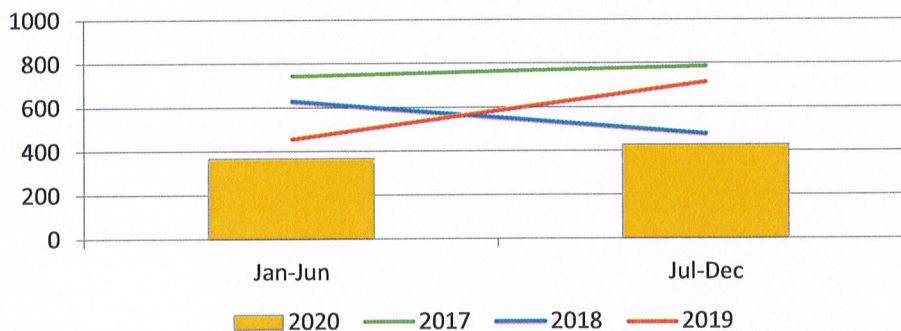
Day and Night kWh usages for November.

Gas Usage (kWh)



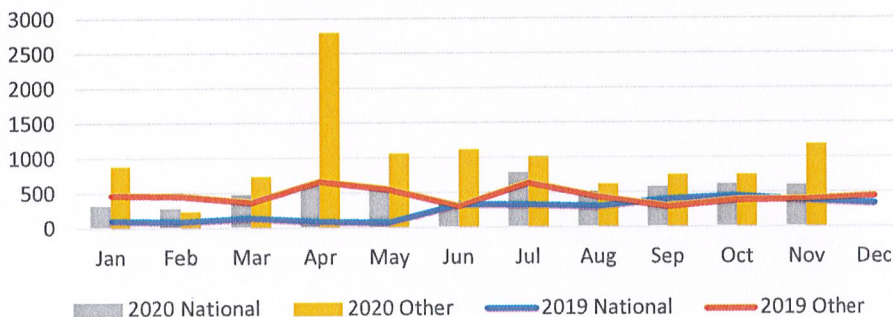
Gas usage was down 8% against November 2019.

Water Usage (m³)



Water usage was down during 2020, April to August's usage dropped 20% and the billed expected usage through to end of February 2021 is down 41%.

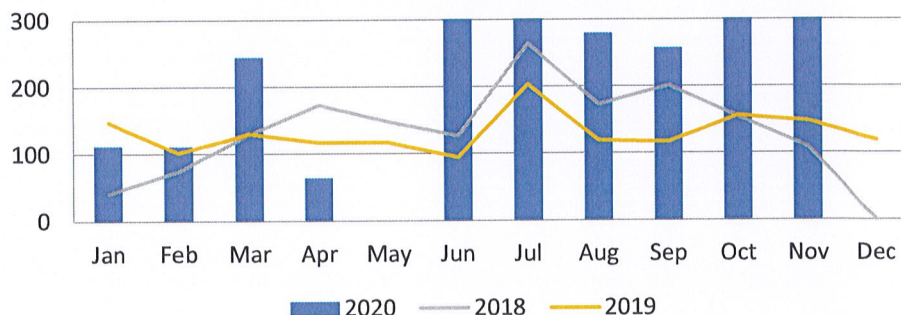
Landline Usage (Mins)



National calls were up 59%. Other call types, i.e, to mobiles were up 197%.

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 292% in November 2020. No additional call charges were incurred. There were 540 minutes of calls recorded.