

Minutes of the Festival Hall Working Party

19th February 2021



A meeting of the Festival Hall Working Party was held on 19th February 2021

Attended: Cllr JC Crissey (Chairman), Cllr Peter Clist, Cllr John Lees, Cllr Phil Shaw, Cllr Mrs Lesley Farrow, Cllr S Dewey, Steve Field (Projects and Office Manager), Jon Tucker (Halls Manager), Tim Foster (Foster Wilson) and Jonathan Size (Foster Wilson)

Apologies: Neil Hitch (Town Clerk)

No	Item	Discussion	Decision
1	Welcome	Cllr Crissey welcomed members, officers and Foster Wilson to the meeting	N/A
2	Previous Minutes	Previous Minutes were accepted as a true record of the previous meeting	None
3	Festival Hall Maintenance budget and RIBA 4 fund review	<p>The maintenance budget for the current year is made up as follows £165,000 (£100,000 capital / £65,000 revenue)</p> <p>£20,000 (revenue) has been spent on structure survey, Rigging, Lighting and general maintenance. A further £9,400 for the Energy Survey leaving a current fund of £100,000 (capital) and £34,600 (revenue)</p> <p>2021/22 Budget is set and included £217,000 to be set aside for Festival Hall Maintenance</p>	None
4	Project Plan Review	<p>SF presented parts of the current project plan, focussing on the timescale for the Energy Survey and the importance of all members of the FHWP to commit to meetings which would make recommendations to Public Halls, F&GP and/or Council. SF had already informed the successful contractor QODA, and had informed them of the team who would be likely to be working with them. Timing on consultations was considered, along with meeting dates, which would need to be put together with consideration of Foster Wilson team, QODA team, FHWP and Council Meetings.</p> <p>Cllr Mrs Lesley Farrow reminded the working party that extraordinary</p>	<p>Action list to be updated continually</p> <p>SF to produce a series of meeting dates</p>

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		Committee Meetings were also available if decisions needed to be resolved	
5	RIBA 3 – Review presented by Foster Wilson	No further comments to add – covered in previous notes	None
6	RIBA 3 – Delivery Status	It was recognised that whilst the current RIBA 3 date was set for 20 August, there was some flexibility. Also, it was noted that the Energy Survey could take longer than the 8 weeks that were left before the current milestone date of 19 th April	
7	Reaffirmation of structure being architecturally in ‘harmony’	RIBA3: Reaffirm RIBA3 must be architecturally in ‘harmony’ with both the original style of the building and the ‘character’ of the other four grade II listed buildings in the area (Petersfield Neighbourhood Plan p 85)	These are to be presented to the next Public Halls meeting
8	Finalise the process, invitation and schedule for ‘user groups’	<p>Members and officers discussed the purpose and format of the ‘user group’ presentations. It was agreed that PPAF and Green A Team should be invited in addition to all the recognised users of the Festival Hall, and the Chairman + 1 other would be invited to attend a Zoom call for 15 minutes to provide their thoughts and ideas for the future of the Festival Hall complex. Timeslots would be made available for user groups to choose from</p> <p>The draft invitation would be revised by Cllr P Clist, and two dates would be offered of 9th and 16th April.</p>	<p>JT to invite Chairman + 1 of each user group to present their thoughts</p> <p>Cllr P Clist to revise and return to Cllr JC Crissey by 26th February (revised and returned on 19th February)</p>
9	Public Halls Policy	A proposed draft of the Public Halls Policy was presented. All were in favour of it being recommended to the next Public Halls	To be presented to the Public Halls meeting on 8 March 2021
10	Next meeting	Friday 19 th March 2021 – 10 am by Zoom	
11	Any Other Business	There was no other business to discuss	None

FESTIVAL HALL PROJECT ACTION PLAN

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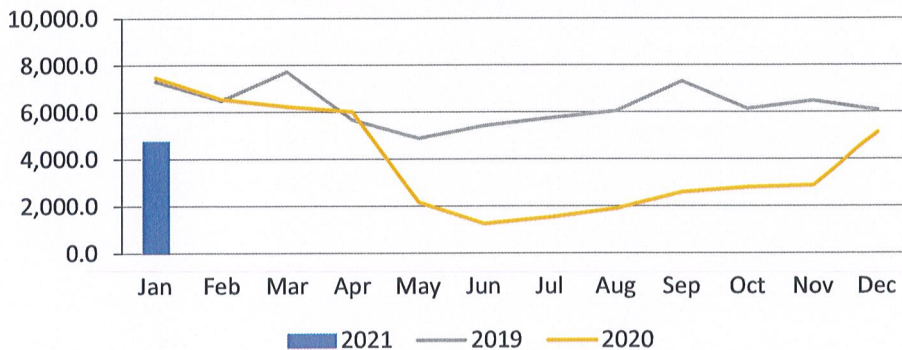
Petersfield Town Council

Auditel Monthly Utility Report – January 2020 (COVID 19 LOCKDOWN 3 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.

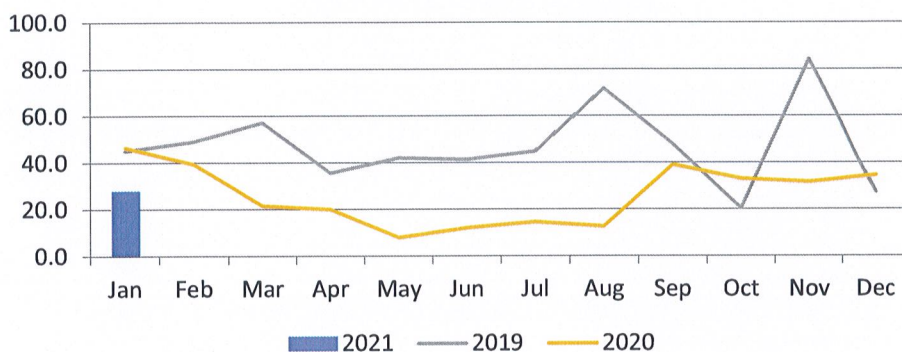
Electric Usage (kWh)



Usage was down 36% against January 2020.

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

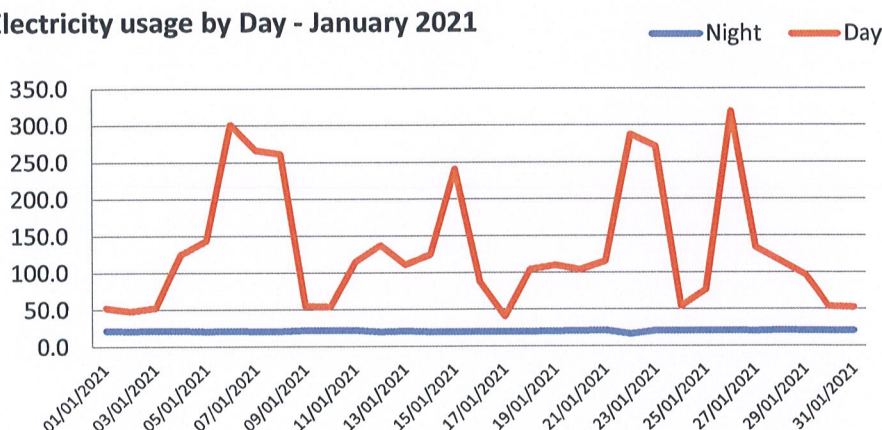
Electric Peak (kVA)



100 kVA Available Capacity

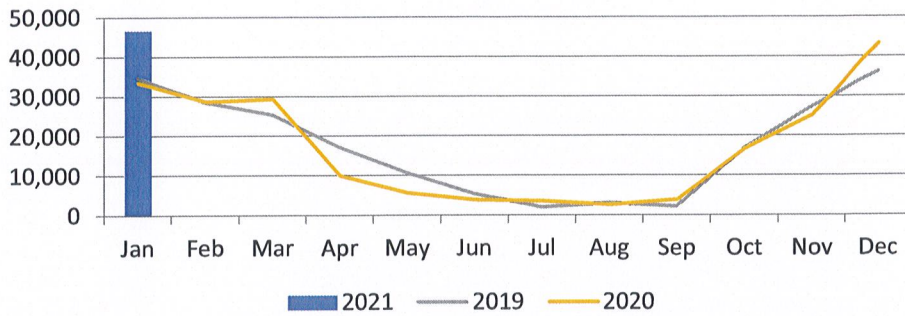
Peak demand was 27.9 kVA in January of the 100 kVA capacity available. Down 40% on the previous year.

Electricity usage by Day - January 2021



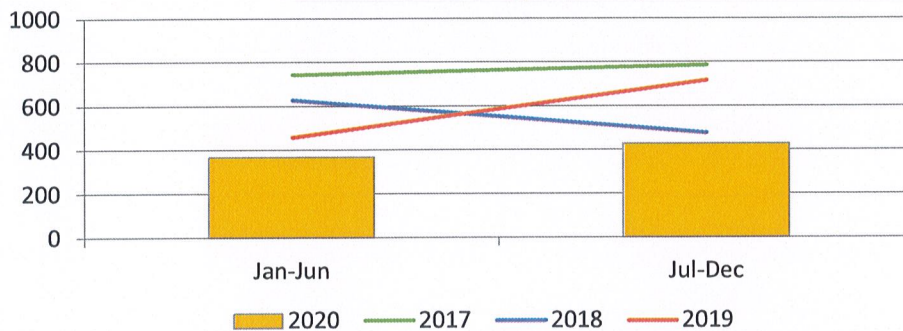
Day and Night kWh usages for January.

Gas Usage (kWh)



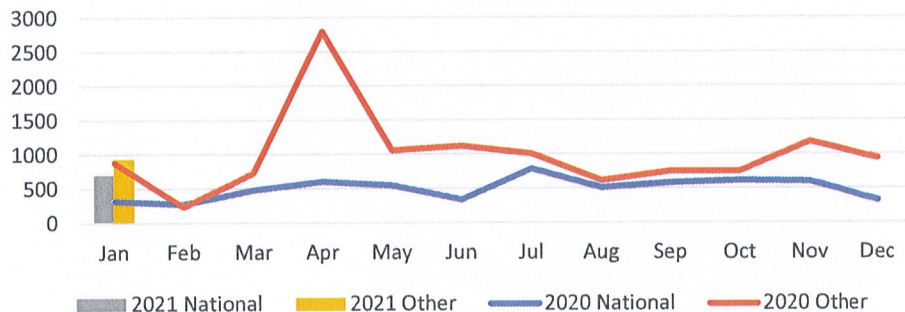
Gas usage was up 39% against January 2020.

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%.

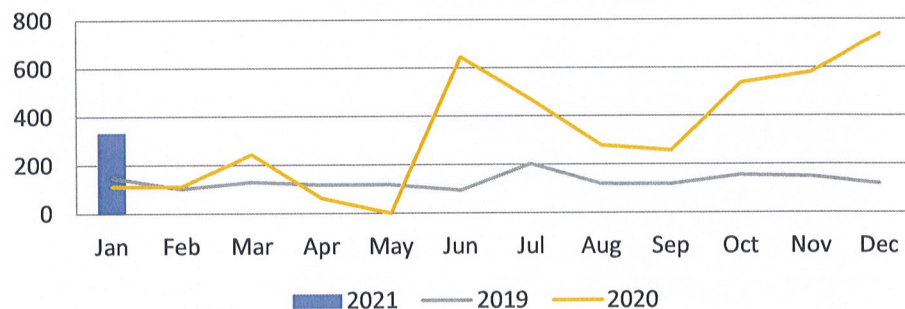
Landline Usage (Mins)



National calls were up 116%. Other call types, i.e, to mobiles were up 5%.

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

Mobile Usage (Mins)



Mobile usage was up 198% in January 2020. Additional call charges of 27p were incurred. There were 334 minutes of calls recorded.