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	The maintenance budget for the current year is made up as follows £165,000 (£100,000 capital / £65,000 revenue) £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)	None
		£217,000 to be set aside for Festival Hall Maintenance	
4	Project Plan Review	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	Action list to be updated continually SF to produce a series of
		Meetings. Cllr Mrs Lesley Farrow reminded the	meeting dates
		working party that extraordinary	

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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'	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	JT to invite Chairman + 1 of each user group to present their thoughts
		The draft invitation would be revised by Cllr P Clist, and two dates would be offered of 9 th and 16 th April.	Cllr P Clist to revise and return to Cllr JC Crissey by 26 th February (revised and returned on 19 th February)
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

Pereksieled		n Field	STATUS	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open
PE	FESTIVAL HALL PROJECT ACTION PLAN	Stephen Field	Anticipated Cost	None												
		PROJECT MANAGER:	PROGRESS NOTES	JT dealing with this	JT dealing with this	Invite letter revised and ready to go	Put together series of dates to fit in with FHWP, FW & Committee Meetings	Ready for Presentation	Next meeting planned	Propose revised Vision & Mission statement proposal to be presented to Public Halls	Meeting to be arranged	Part of RIBA 3 - refer to Andrews Newby report 7.2 - FURTHER INVESTIGATION REQUIRED	FURTHER INVESTIGATION REQUIRED	Refer to Andrews Newby report 7.8 - Doors purchased -	Refer to Andrews Newby report 7.20 - Public Halls	Refer to full Andrews Newby report references 7.2, 7.3, 7.4, 7.5, and 7.6 - Halls Manager chased on 22 Jan for quote to carry out this work
			COMPLETION													
	L PROJE		DUE DATE	31/01/2021	31/01/2021	26/02/2021	26/02/2021	08/03/2021	19/03/2021	31/03/2021	31/03/2021	31/03/2021	31/03/2021	31/03/2021	31/03/2021	31/03/2021
	STIVAL HAI	Festival Hall Refurbishments	RESPONSIBLE PARTY	Halls Manager	Halls Manager	Halls Manager	Project Manager	Project Manager	FHWP	FHWP	Halls Manager	Project Manager	Halls Manager	Halls Manager	Halls Manager	Halls Manager
	3	Festival Hall R	PRIORITY	Medium		Medium	High	Medium	Low	Medium	Medium	Medium	High	High	High	High
Festival Hall - 19 Feb 21		FULL PROJECT NAME:	DESCRIPTION	07/01/2021 Asbestos Report to be sent to FW	Alternative Cavity Quote	User Group Invite letter to be sent out to Chairman of User Group - PPAF & Green A	Arrange diary of dates	19/02/2021 Present Public Halls Policy to Public Halls	Next FHWP	01/02/2021 Review of Festival Hall Vision and Mission	26/11/2020 Discussion with Peter Angier regarding bars	26/11/2020 Foster Wilson Stage 3 Project Questions	01/11/2020 Replacement of the mastic sealant within vertical movement joints, rear extension	01/11/2020 Redecoration and/or replacement of the	01/11/2020 Redecoration of the rear, Rose Room,	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
ival Ha		PTC021	DATE	07/01/2021	07/01/2021	19/02/2021	19/02/2021	19/02/2021	19/02/2021 Next FHWP	01/02/2021	26/11/2020	26/11/2020	01/11/2020	_	01/11/2020	01/11/2020
Fest		PROJECT No:	ACTION ITEM	9	7	24	27	23	26	18	4	5	8.00 (d)	8.00 (f) p2	8.00 (g)	8.01 (a)

Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Deferred	Deferred	Deferred	Deferred	Deferred	Deferred						
Public Halls to make decisions	Two dates set for User Group Presentations - 9th and		Reliant on Council Meeting 18/3 resolving contractor	Arrangements to be considered to present to Public		Refer to full Andrews Newby report references 7.5, 7.6,	Refer to full Andrews Newby report references 7.10 -	Consideration to layout of toilets and where ticket	Refer to Andrews Newby report 7.24	FURTHER INVESTIGATION REQUIRED	Proposal received from ClIr P Bissett to provide 'home working' facilities for local workers	Potentially part of RIBA 3?		Part of RIBA 3 - refer to Andrews Newby report 7.17	Part of RIBA 3 - refer to Andrews Newby report 7.7	Refer to Andrews Newby report 7.3	Part of RIBA 3 - refer to Andrews Newby report 7.2 -						
31/03/2021 Pul	16/04/2021 Tw	18/04/2021	19/04/2021 Rel		20/09/2021	01/11/2021 Rei	01/11/2021 Rei	30/11/2021 Co	30/11/2021 Re	30/11/2021 FU	31/12/2021 Pro	OG .		Pa	Pa	Re	Pa						
Public Halls	Halls Manager 1	Project Manager 1	Project Manager 1	Project Manager 1	Project Manager 2	Halls Manager 0	Halls Manager 0	FHWP 3	Halls Manager 3	Halls Manager 3	FHWP 3	Project Manager	Project Manager	Project Manager	Project Manager	Project Manager	Project Manager						
High	Medium	High	Medium	Medium	Medium	Medium	Medium	High	Medium	Medium	Low	Low	Low	Low	Low	Low	Low						
16/02/2021 Energy Survey and strategy for the building	19/02/2021 User Group Presentations	16/02/2021 Energy Survey - agree brief that is delivered	08/02/2021 Deliver Energy Survey to Foster Wilson	10/01/2021 Public Consultation - RIBA 3	01/02/2021 Make planning application to EHDC	01/11/2020 Removal of local corroding steel elements,	01/11/2020 Carry out a CCTV survey of the below ground	26/11/2020 COVID considerations to be worked on and	01/11/2020 Redecoration or replacement of timber	01/11/2020 Provide further roof protective barrier	07/01/2021 Office Space - Income opportunity	01/11/2020 Following a CCTV survey, works may be required to correct the below ground (foul and surface water) drainage/soakaways	01/11/2020 Consider works that will be carried out due	01/11/2020 Vehicle barrier protection to the front south elevation of the modular building	01/11/2020 Refurbishment of the fire escape staircases (x 3)	01/11/2020 Repairs to the internal plaster and other	01/11/2020 Local removal and replacement of the						
21	25	22	20	16	19	8.00 (a)	8.01 (b)	2	8.00 (h)	8.00 (j)	17	8.02	8.03	8.00 (e)	8.00 (f) p1	8.00 (i)	8.00 (c)						

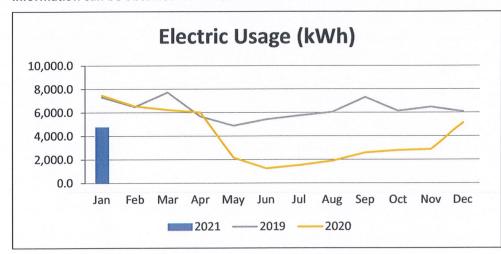


Petersfield Town Council

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

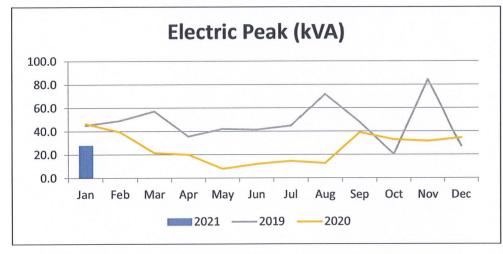
Site: Town Hall

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.



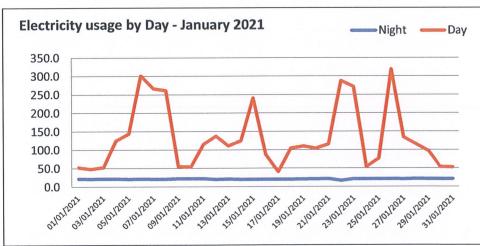
Usage was down 36% against January 2020.

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



100 kVA Available Capacity

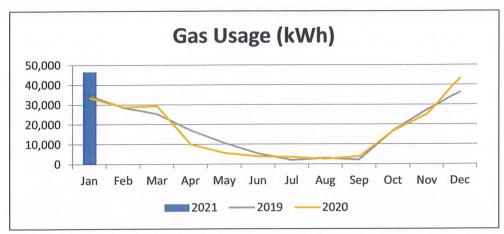
Peak demand was 27.9 kVA in January of the 100 kVA capacity available. Down 40% on the previous year.



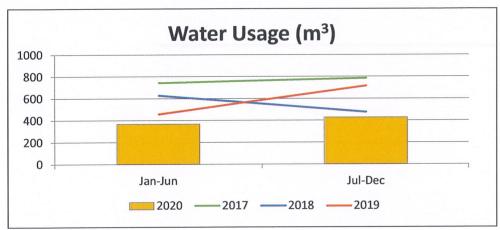
Day and Night kWh usages for January.

Produced by Auditel

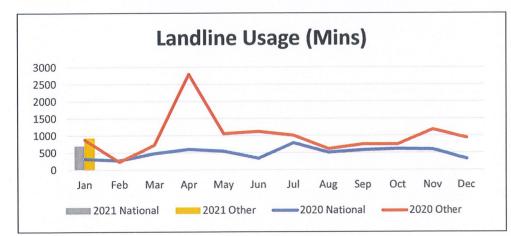
Date created: 12 February 2021



Gas usage was up 39% against January 2020.

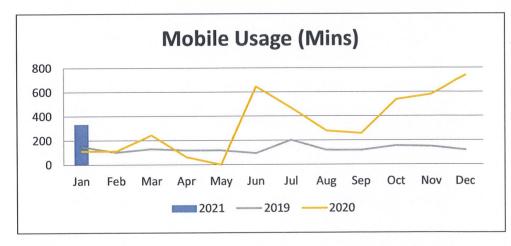


Water usage was down during 2020, April to August's usage dropped 20% and the billed expected usage through to end of February 2021 is down 41%.



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

Produced by Auditel

Date created: 12 February 2021