

PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held via Zoom teleconferencing facility on Monday 8th March 2021 at 6.30pm

PRESENT Cllr P Shaw (Chairman), Cllr P Clist, Cllr J C Crissey, Cllr S Dewey, Cllr J Lees and Cllr C Paige

Also in attendance

Cllr Mrs L Farrow (Town Mayor), Cllr J Deane, Mr N Hitch (Town Clerk), Mr J Tucker (Halls Manager) and Mrs S Fisher (Committee Administrator). There were 3 members of the public present and no members of the press.

Members were advised that the meeting would be recorded and the recording retained until the minutes of the meeting had been approved. There were no objections.

PH 1462 **CHAIRMAN'S COMMENTS**

The Chairman welcomed everyone to the meeting.

PH 1463 **APOLOGIES FOR ABSENCE**

No apologies were received.

PH 1464 **DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011**

No requests for dispensation were received.

PH 1465 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

PH 1466 **APPROVAL OF MINUTES**

RESOLVED: that the minutes of the Public Halls Committee, held on 8th February 2021, be approved

PH 1467 **PUBLIC REPRESENTATION**

There were no requests to speak by members of the public.

PH 1468 **HALLS MANAGER'S REPORT**

The Halls Manager gave a verbal report and advised that the NHS expects to use the Festival Hall as a vaccination centre until at least the end of July, this means that some events which were due to take place in July have had to be cancelled. The Halls team are continuing with the Town Hall office refurbishment and were thanked for their hard work.

PH 1469 MINUTES OF FESTIVAL HALL WORKING PARTY MEETING

Members received and noted the minutes of the meeting held on 19th February (*see appendix A*).

PH 1470 PUBLIC HALLS POLICY

Members received and considered the suggestions from the Festival Hall Working Party for the Public Halls policy, including incorporating the weekend hire policy (*see Appendix B*). The changes were agreed, including that the final 2 paragraphs should be removed and added to the Festival Hall and Avenue Pavilion hiring regulations. In respect of weekend hire it was possible for the finish time to be later than 11pm, although if this was after midnight then a temporary event licence would be needed. It was noted that the charging structure for the Festival Hall has changed to bespoke pricing so, whilst the price lists will still be published, the prices will not be advertised on the website. This is in line with most other venues.

RESOLVED: that the Public Halls Policy be amended as suggested by the Festival Hall Working Party and the weekend hire policy is incorporated. The policy be reviewed again in 2 years' time

PH 1471 SUSPENSION OF CANCELLATION CHARGES FOR THE FESTIVAL HALL AND THE AVENUE PAVILION

Members decided in September 2020 to suspend the cancellation charges for the 2 venues for a 6-month period as a result of the uncertainty caused by the Covid-19 pandemic. Members reviewed that decision and agreed that, given the continuing uncertainty, the suspension should be extended for a further 6 months. It was noted that the NHS would continue to be given priority for use of the Festival Hall for the Covid-19 vaccination programme.

RESOLVED: that the cancellations charges for the Festival Hall and the Avenue Pavilion be suspended for a further 6 months and the decision be reviewed again in September 2021

PH 1472 AUDITEL REPORTS

Members received and considered the January Auditel reports (*see Appendix C*). It was noted that electricity usage was down due to the reduced use of the Festival Hall as a result of the pandemic.

There being no further business, the meeting closed at 6.55 p.m.

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>

Minutes of the Festival Hall Working Party

19th February 2021



		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 - 19 Feb 21



FESTIVAL HALL PROJECT ACTION PLAN

PROJECT No:		PTC021	FULL PROJECT NAME:		Festival Hall Refurbishments		PROJECT MANAGER:		Stephen Field	
ACTION ITEM No.	DATE OPENED	DESCRIPTION	PRIORITY	RESPONSIBLE PARTY	DUE DATE	COMPLETION DATE	PROGRESS NOTES	Anticipated Cost	STATUS	
6	07/01/2021	Asbestos Report to be sent to FW	Medium	Halls Manager	31/01/2021		JT dealing with this	None	Open	
7	07/01/2021	Alternative Cavity Quote	High	Halls Manager	31/01/2021		JT dealing with this		Open	
24	19/02/2021	User Group Invite letter to be sent out to Chairman of User Group - PPAF & Green A	Medium	Halls Manager	26/02/2021		Invite letter revised and ready to go		Open	
27	19/02/2021	Arrange diary of dates	High	Project Manager	26/02/2021		Put together series of dates to fit in with FHWP, FW & Committee Meetings		Open	
23	19/02/2021	Present Public Halls Policy to Public Halls	Medium	Project Manager	08/03/2021		Ready for Presentation		Open	
26	19/02/2021	Next FHWP	Low	FHWP	19/03/2021		Next meeting planned		Open	
18	01/02/2021	Review of Festival Hall Vision and Mission	Medium	FHWP	31/03/2021		Propose revised Vision & Mission statement proposal to be presented to Public Halls		Open	
4	26/11/2020	Discussion with Peter Angier regarding bars	Medium	Halls Manager	31/03/2021		Meeting to be arranged		Open	
5	26/11/2020	Foster Wilson Stage 3 Project Questions	Medium	Project Manager	31/03/2021		Part of RIBA 3 - refer to Andrews Newby report 7.2 - FURTHER INVESTIGATION REQUIRED		Open	
8.00 (d)	01/11/2020	Replacement of the mastic sealant within vertical movement joints, rear extension	High	Halls Manager	31/03/2021				Open	
8.00 (f) p2	01/11/2020	Redecoration and/or replacement of the	High	Halls Manager	31/03/2021		Refer to Andrews Newby report 7.8 - Doors purchased -		Open	
8.00 (g)	01/11/2020	Redecoration of the rear, Rose Room,	High	Halls Manager	31/03/2021		Refer to Andrews Newby report 7.20 - Public Halls		Open	
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 - Halls Manager chased on 22 Jan for quote to carry out this work		Open	



PUBLIC HALLS POLICY

Date of review: March 2021

Minute number: PH1470

Date of next review: March 2023

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 actively promote and market the facilities to ensure optimum usage.
3. To ensure that the hire charges are set at the best economic level commensurate with similar facilities elsewhere and to review and publish those charges annually in the appropriate price lists.
4. To ensure full compliance with the agreed hiring regulations.
5. To ensure that all potential hirers are financially sound and of a responsible nature.
6. To ensure all hires adhere to all of the Council's operating policies.
7. To ensure that the highest standards of safety are maintained to safeguard the public, hirers of the Hall and Council employees.
8. To provide a venue for public entertainment in terms of theatre, music and other forms of entertainment, in addition to community service and involvement.
9. To hold an annual Users Meeting for all Halls.
10. To pay due regard to the Council's carbon footprint and the environmental impact of the Halls and adhere to the Council's Climate Emergency Strategy.
11. Weekend hire:
 - a. The hours of opening are normally from 8 am until 11 pm. Minimum charge of 5 hours which applies Friday to Sunday.
 - b. Hires are at the discretion of the Halls Manager (with recourse to the Town Clerk and Chairman of the Public Halls if necessary).

- c. Reductions for 6-day bookings are inclusive of Sundays.
- d. Delegated Powers given to the Town Clerk/Halls Manager/Chairman of Public Halls to accept or decline Bank Holiday bookings.

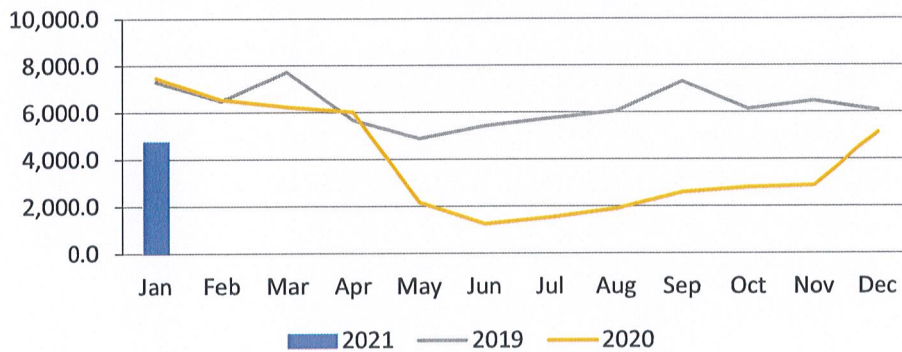
Petersfield Town Council

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.

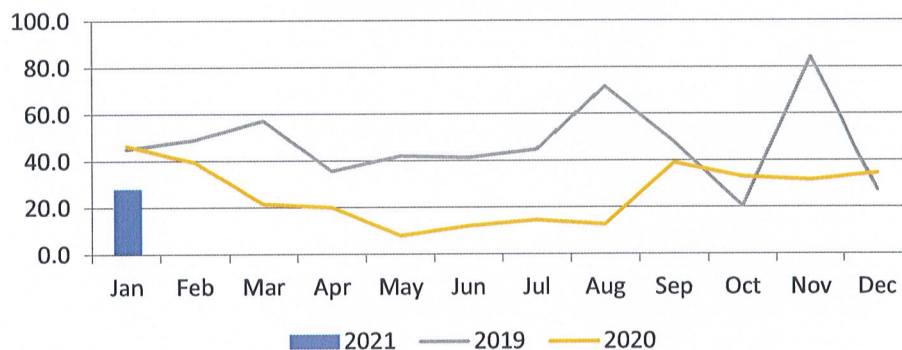
Electric Usage (kWh)



Usage was down 36% against January 2020.

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

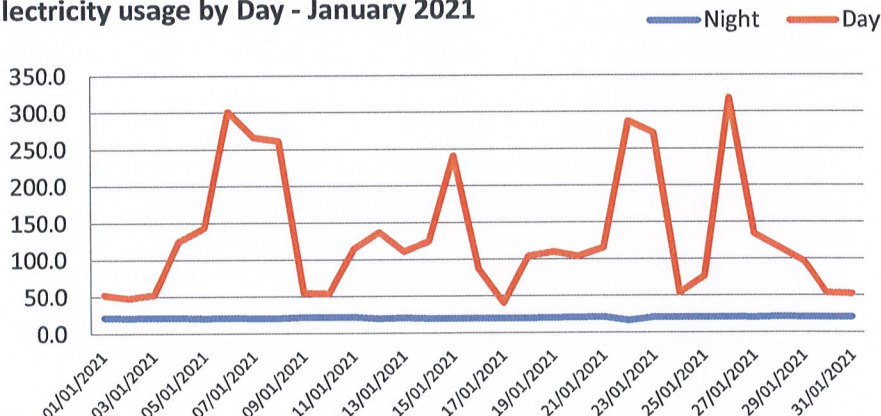
Electric Peak (kVA)



100 kVA Available Capacity

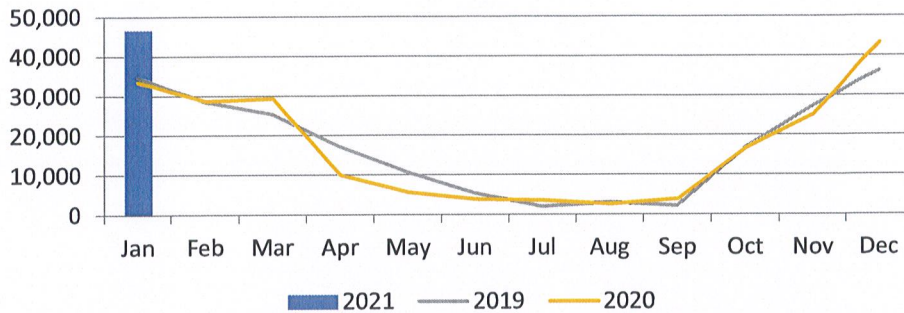
Peak demand was 27.9 kVA in January of the 100 kVA capacity available. Down 40% on the previous year.

Electricity usage by Day - January 2021



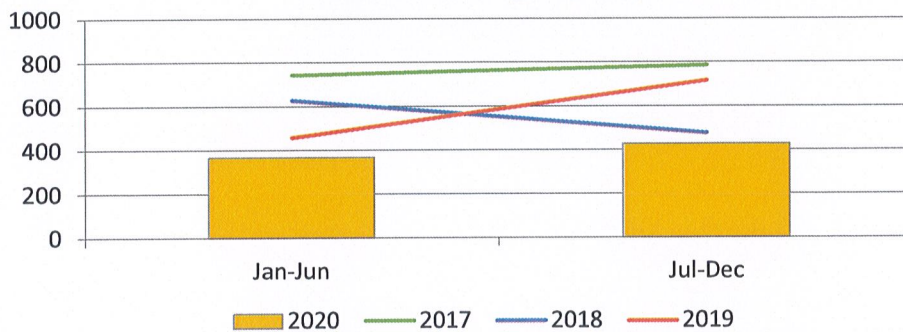
Day and Night kWh usages for January.

Gas Usage (kWh)



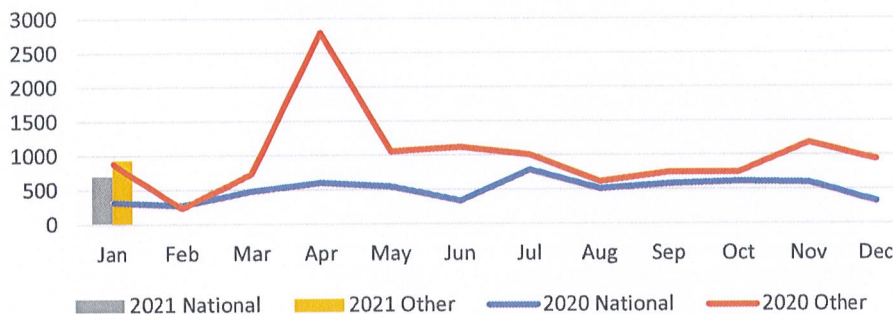
Gas usage was up 39% against January 2020.

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%.

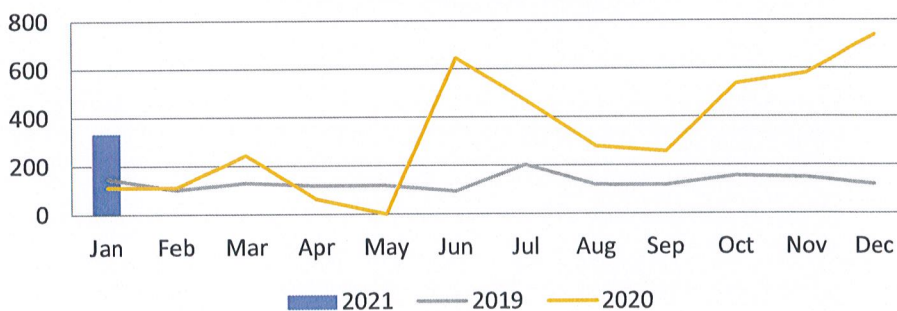
Landline Usage (Mins)



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.