

NEIL HITCH Town Clerk Tel. (01730) 264182 The Town Hall Heath Road Petersfield Hampshire GU314EA

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1st April 2021

Dear Councillor

I hereby summon you to attend a meeting of the Public Halls Committee that will be held on Monday 12th April 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: 860 7650 9332 (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 8th March 2021 (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 (verbal).
- 8. To receive the minutes of the Festival Hall Working Party meeting held on 19th March 2021 (*attached*) and the meeting on 9th April 2021 (*to follow*).
- 9. To receive and consider a presentation from Qoda Consulting on the outcomes of the energy survey for the Festival Hall and to receive and consider the survey (*to follow*).
- 10. To receive and consider the terms of reference for the Public Halls Committee (attached).
- 11. To review and consider the February 2021 utility reports (to follow).

Confidential

12. To consider staff and other confidential matters.

~ End ~



Minutes of the Festival Hall Working Party 19th March 2021





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

Attended:

Cllr JC Crissey (Chairman), Cllr Peter Clist, Cllr John Lees, Cllr Phil Shaw, Cllr Mrs

Lesley Farrow, 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. This should be a short meeting, but there was likely to be lots of longer meetings in the future	N/A						
2	Previous Minutes & Budget	Previous Minutes were accepted as a true record of the previous meeting 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							
3	Project Plan Review	SF presented went through project actions that had been completed, and those that would be coming up in the near future. Foster Wilson and Qudo met on 16 th March to discuss energy survey options and 4 options have been determined. Options 1-2 are non-cladding, whereas options 3-4 are cladding options. The full report will be available by 5 April for Public Halls to consider at their next Public Halls meeting on 12 April, and the FHWP would provide their comments from their meeting on 9 April.	Action list to be updated continually SF to produce a series of meeting dates						

Minutes of the Festival Hall Working Party 19th March 2021



4-5	User Group presentations	11 groups had responded to the invite. It was determined that each group should have 20 minutes to speak with a 5 minute margin either side for changeover and overruns. User Groups would be held on 23 & 30 April. Any one from the working party is welcome to attend these meetings, but Cllr JC Crissey will be spokesman for the FHWP	
		JT will arrange meetings with the user groups with the Green A Team being the last group on 23 April if convenient User groups are to be reminded that their comments must also be documented.	JT to arrange dates and times with users and remind them to document their presentation
		General listeners from the public are not invited	
6	Date of next meeting	9 April 10.00 am	
7	Any Other Business	Email received from Qudo regarding possible Grant Application. Salix Grant Scheme which has to be submitted by 7 April. Zoom meeting to be arranged for Neil, Steve, JC & Phil to discuss	SF to set up Zoom meeting
		7 June we will have final report for RIBA 3 ready for public consultation. This will enable the commencement of grant applications	SF to add date to action plan
		Press release to be in next PTC News 21-22 Town Mayor to work with district and county councillors to promote FH redevelopment	SF to ensure article is in May PTC News
		Cllr JC Crissey will be speaking at next Petersfield Society meeting about FH	

PETERSFIELD		Stephen Field	STATUS	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open
Per		Stephe	Anticipated Cost												
	I PLAN	PROJECT MANAGER:	PROGRESS NOTES	Put together series of dates to fit in with FHWP, FW &	Propose revised Vision & Mission statement proposal to be presented to Public Halls	Part of RIBA 3 - refer to Andrews Newby report 7.2 - FURTHER INVESTIGATION REQUIRED	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 - JT chasing for Boulter	Report to be received from Qudo	Write to all user groups with instructions	Public Halls to make decision on option of Energy Survey	Two dates set for User Group Presentations -16th & 23rd April 2021	Qoda meeting with Foster Wilson to produce first draft report		FURTHER INVESTIGATION REQUIRED	Refer to Andrews Newby report 7.8 - Doors purchased -
	HALL PROJECT ACTION PLAN		COMPLETION DATE												
	LL PROJE		DUE DATE	31/03/2021	31/03/2021	31/03/2021	31/03/2021	05/04/2021	09/04/2021	12/04/2021	16/04/2021	18/04/2021	23/04/2021	30/04/2021	30/04/2021
	FESTIVAL HAL	Festival Hall Refurbishments	RESPONSIBLE PARTY	Project Manager	FHWP	Project Manager	Halls Manager	Public Halls	Halls Manager	Public Halls	Halls Manager	Project Manager	FHWP	Halls Manager	Halls Manager
	FE	Festival Hall R	PRIORITY	High	Medium	Medium	High	High	Medium	Medium	Medium	High	Medium	High	High
Festival Hall - 19 Mar 21		FULL PROJECT NAME:	DESCRIPTION	Arrange diary of dates		26/11/2020 Foster Wilson Stage 3 Project Questions	01/11/2020 Carry out a cavity wall inspection, to examine any embedded metals, including but not limited to wall ties. The survey	Energy Survey to be received from Qudo	Contact made with User Groups for presentations	22/03/2021 Decision on Energy Survey Option	19/02/2021 User Group Presentations		First User Group Presentations	Replacement of the mastic sealant within	Redecoration and/or replacement of the
ival Ha		PTC021	DATE	19/02/2021	01/02/2021	26/11/2020	01/11/2020	16/02/2021	22/03/2021	22/03/2021	19/02/2021		22/03/2021	01/11/2020	01/11/2020
Fest		PROJECT No:	ACTION ITEM No.	27	18	2	8.01 (a)	21	32	32	25	22	30	8.00 (d)	8.00 (f) p2

Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Open	Deferred	Deferred	Deferred	Deferred	Deferred	Deferred	Open	Open				
	Final reports for RIBA 3		Arrangements to be considered to present to Public		Refer to full Andrews Newby report references 7.5, 7.6, 7.9 and 7.10	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	Refer to Andrews Newby report 7.20 - Public Halls	Proposal received from Cllr P Bissett to provide 'home	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 -	Ensure that FH article is in May Newsletter	Continually work with other councillors				
30/04/2021	07/06/2021	08/06/2021	14/06/2021	20/09/2021	01/11/2021	01/11/2021	30/11/2021	30/11/2021	30/11/2021	31/12/2021	31/12/2021							01/05/2021					
FHWP	Foster Wilson	FHWP	Project Manager	Project Manager	Halls Manager	Halls Manager	FHWP	Halls Manager	Halls Manager	Halls Manager	FHWP	Project Manager	Project Manager	Project Manager	Project Manager	Project Manager	Project Manager	Project Manager	Town Mayor				
Medium	Medium	Medium	Medium	Medium	Medium	Medium	High	Medium	Medium	High	Low	Low	Low	Low	Low	Low	Low	Medium	Medium				
Second User Group Presentations	RIBA 3 Report	Commencment of Grant Applications	10/01/2021 Public Consultation - RIBA 3	Make planning application to EHDC	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	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 framed windows, to the rear north and side west elevations	01/11/2020 Provide further roof protective barrier around the continuous roof light over the rear access corridor to the Festival Hall		07/01/2021 Office Space - Income opportunity	01/11/2020 Following a CCTV survey, works may be	01/11/2020 Consider works that will be carried out due	01/11/2020 Vehicle barrier protection to the front south	01/11/2020 Refurbishment of the fire escape staircases (01/11/2020 Repairs to the internal plaster and other	Local removal and replacement of the	FH press release to be in PTC News	2021-22 Town Mayor to work with district and county councillors to promote FH				
22/03/2021	19/03/2021	22/03/2021	10/01/2021	01/02/2021	01/11/2020	01/11/2020	26/11/2020	01/11/2020	01/11/2020	01/11/2020	07/01/2021	01/11/2020	01/11/2020	01/11/2020	01/11/2020	01/11/2020	01/11/2020	22/03/2021	22/03/2021				
31	32	29	16	19	8.00 (a)	8.01 (b)	2	8.00 (h)	8.00 (j)	8.00 (g)	17	8.02	8.03	8.00 (e)	8.00 (f) p1	8.00 (i)	8.00 (c)	33	34				





Public Halls Committee

Terms of Reference

- 1. Membership of the Public Halls Committee shall be determined each year at the Annual meeting of the Council at which time the Chairman for the year will be elected.
- 2. At the first meeting of the Committee following the Annual Meeting of the Council a Deputy Chairman shall be elected.
- 3. The Committee will generally meet on a monthly cycle except during August and December with all meeting dates being confirmed by the Annual Meeting of the Council.
- 4. The minutes of the Committee are to be reported to and received by the Council at each meeting of Council.
- 5. The principle purpose of the Committee is to manage and maintain all public buildings in the Council's ownership.
- 6. The buildings under the responsibility of the Committee are:
 - The Avenue Pavilion
 - The Town and Festival Hall
 - Love Lane Pavilion
- 7. To approve quotations and estimates for work or projects within the revenue budget to be undertaken on or in any of the Council's buildings provided all costs remain within the budget approved annually by Council. All quotations or estimates in excess of the budget approved for the work by Council should be considered by the Committee with any recommendations being submitted to the Finance & General Purposes Committee for approval.
- 8. To consider quotations, estimates or tenders for all capital projects to be undertaken on or in any of the Council's buildings, submitting recommendations for approval to Council.
- 9. To produce a Policy Statement to be reviewed annually by the Committee.

- 10. To hold annual Users Meeting for the Festival Hall Users and Avenue Pavilion Users with the dates of such meetings being approved annually by the Committee.
- 11. To appoint Working Parties or Sub-Committees as considered appropriate, approving their Terms of Reference and Chairmen with all such Working Parties or Sub-Committees reporting back to the Public Halls Committee on a regular basis.

Reviewed April 2019

Minute number PH 0824 refers