

PETERSFIELD TOWN COUNCIL
PUBLIC HALLS ADVISORY GROUP MINUTES
MEETING HELD 15th May 2023 at 6.30pm via Teams

PRESENT: Cllr JC Crissey (Chairman)
Cllr S Dewey
Cllr P Shaw
Cllr M Holmes
Cllr Mrs M Vincent

Also present: Cllr Mrs L Farrow, Cllr Mrs L Bevan, Mr N Hitch (Town Clerk), Mr J Tucker (Halls Manager), Mr S Field (Projects Officer) and Mrs G Booty (Minute taker). There were 3 members of the public and no press present.

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.

1. Chairman's comments

The Chairman's comments are attached (*see document A*).

2. Apologies for Absence

Apologies were received from Cllr Lees.

3. Granting of Dispensation under section 33 of the Localism Act (2011)

There were no requests for dispensation.

4. Declarations of Interest

There were no declarations of interest made. If declarations were made, members would be unable to take part in discussions concerning the interest.

5. Approval of minutes

Resolved under the Scheme of Delegation approved on 6th May 2021:
That the minutes of the Public Halls Advisory Group meeting on 13th March 2023 were approved

The Clerk explained an Advisory Group doesn't have to meet face to face. Meeting virtually allows the Town Council's carbon footprint to be reduced by saving on fuel and saves the Festival Hall having to be opened. Full Council meets in person to ratify decisions made at Advisory groups.

Minutes were agreed as a true representation of the meeting.

6. Public representation

A member of the public spoke. He is looking forward to seeing the Halls Committee working hard on the Festival Hall redevelopment.

The member of the public wanted to refer to the minutes from the Halls working party on 14th April. He is glad to hear there is a halls user group meeting on 10th July and is keen for there to be an option for all users of the hall to be able to meet in person and all hall users to be invited. If partial implementation of the plans are undertaken, there must be an option to include all options later in the redevelopment including flexible space, gallery, theatrical equipment etc.

The Chairman thanked the member of the public for his comments. Costs are continuing to increase. It is his hope and intention once RIBA 3 is secured, that components will be done in full consultation with The Green A Team. It is with every intention the project is progressed in an open and collaborative manner. Work has moved forward on the Council Chamber as Petersfield Town Council have the funding to be spent on this development. The Chairman invites all new Councillors to a meeting to go through the history of the Festival Hall redevelopment so that they are fully informed.

The Clerk confirmed once planning permission is granted, the item is protected once works have been started. Works are generally phased due to financing.

7. **Appointment of Deputy Chairman for the Public Halls Committee**

Resolved under the Scheme of Delegation approved on 6th May 2021:

The Committee will wait until the co-option process has taken place before appointing a Deputy Chairman.

8. **Halls Manager's report**

Members received a written report from the Halls Manager (*see document B*) The Halls Manager ran through his report for the benefit of those who didn't have access to it. Lots of events and bookings are upcoming before a quiet period when maintenance will be carried out. The Chairman would like to see the wording "profit" replaced to "surplus" as we aren't looking to be a commercial business but the Town Council do need to make a surplus to enable events to continue. Following on from a problem with accessing the Avenue Pavilion, old keys have been removed.

Resolved under the Scheme of Delegation approved on 6th May 2021:

The committee received the Halls Manager's report.

(Cllr Mrs L Farrow left the meeting at 6:50pm)

9. **Decisions made under delegated authority**

No decisions had been taken under delegated authority since the meeting on 13th March 2023, but this item was included for transparency purposes.

10. **Tenders for the Council Chamber refurbishment**

The report (*see document C*) was produced by RIDGE which gives details from 3 contractors. The report was a result of the re-tendering process. The report

states some information hasn't been given by tenderers. A discussion took place on the missing information. Members would appreciate more time to establish the missing information and digest the report. Cllrs Crissey, Shaw and Dewey are also on the F&GP committee. The Chairman gave a quick breakdown of the work required to extend the Council Chamber. Petersfield Town Council have an opportunity to get a component of the overall Festival Hall redevelopment funded by refurbishing the Council Chamber. This will allow the space to be more flexible and better used. Members discussed the redevelopment of the Council Chamber. Using the Rose room is not a feasible option with lack of IT facilities for videoconferencing and it is often booked out.

RIDGE were asked to process the tendering process due to the complexities needed to carry out the tendering process. RIDGE are the experts as Quantity Surveyors to determine the best contractor.

Resolved under the Scheme of Delegation approved on 6th May 2021:

That the Projects Manager ask RIDGE to find out the answers to the questions posed in RIDGE's report to return to the contractors to complete the missing information. Subject to the information being received in time for F&GP or June Full Council a recommendation is made that the report goes to one of these meetings.

Agreed the Chairman will provide a background session on the Festival Hall redevelopment project and Council Chamber refurbishment.

11. Appointment of a contractor to prepare the Social Costs Benefit Study for the Festival Hall

RIBA 3 incorporates social cost and cultural benefits. This is a component of the full report required for RIBA 4.

Resolved under the Scheme of Delegation approved on 6th May 2021:

To postpone to July Public Halls committee once further information on RIBA 3 has been obtained. The original document will be forwarded to all new Councillors.

12. Festival Hall Working Party notes

Members received the notes from the meetings of the working group held on 14th April 2023 (*see document D*). Members were asked to approve the recommendation from the April meeting of the working group.

Resolved under the Scheme of Delegation approved on 6th May 2021

Recommendations were approved as follows from the working party notes:

- **That the Council Chamber tender review process be presented to the Public Halls or Council meeting in May;**
- **That Section 106 Developers Contributions be applied for as soon as possible in order to secure the funds for the works;**
- **That Foster Wilson Size Architects continue liaison with the Planning Officers on a regular basis for updates on the status of the planning application;**

- **The cost of the Quantity Surveyor review for the TheatrePlan report on replacing the Festival Hall rigging system be approved under delegated authority.**

13. RIBA stage 3 for the proposed Festival Hall refurbishment

An update on RIBA stage 3 was given in the Chairman's Comments (*see Document A*). The previous Council agreed on Full Planning to provide a full list of options on the refurbishment.

14. Infrastructure Delivery Plan

The Infrastructure Delivery Plan (IDP) was received (*see document E*). Nothing has yet been added to the original IDP. The full report has been provided which is in sections. The IDP is a wish list of the Town Council and other authorities. The scorings were carried out by the Town Development Committee over a period of 12 months. The scorings give an idea of how members felt 18 months ago on each project. The Projects Manager was thanked for his work on the IDP and breaking it down into sections for ease of viewing. The IDP will be discussed at the new Councillor 'Education' session. Any new projects will need to be added to the IDP as a living document. Further work will be carried out on the report this week to link considerations with the Climate work.

15. Outside Bodies Free Use of Halls policy

A question was raised about the size of Friends of Petersfield Heath compared to the Monday Group. FoPH have an AGM which a free use of the Rose room is agreed for.

Resolved under the Scheme of Delegation approved on 6th May 2021:
That the Outside Bodies Free Use of Halls policy has been reviewed and approved with the date for the next review in May 2025 (*see document F*).

16. Town Mayor's Free Use of Halls policy

Resolved under the Scheme of Delegation approved on 6th May 2021:
That the Town Mayor's Free Use of Halls policy has been reviewed and approved with the date for the next review in May 2025 (*see document G*).

17. Auditel reports

Members received and noted the reports for January, February and March 2023 (*see document H*).

18. No confidential items.

The meeting finished at 7.59pm

(A)

PUBLIC HALLS - CHAIRMAN'S COMMENTS FOR PHC 15/05/23:

Well here I am again, for the start of a third year as Public Hall Chairman. As most of you know I am now the Mayor, which means that remaining chairman of the Public Halls Committee is rather unorthodox to say the least. However, I felt compelled to put my name forward as a result of this month's local elections and to maintain the current momentum we have to progress the project at this critical juncture we are at for the Festival Hall redevelopment project. For that matter, I will also remain *de facto* Chairman of both the FHBOWP and FHWP until the co-option process is completed on 22 June (hopefully).

I also need to add that the comments by the previous mayor, made on his final address to the full council on 11 May, were not correct. We have NOT yet received a final determination on the RIBA3 application we made last year, but we have been having an exchange with district planners based on certain objections. In fact, we are scheduling further clarification meetings with the district planners to ensure a better understanding is achieved between the parties. That being said, our climate emergency strategy requires us in this council to do everything we can to reduce the town council's carbon footprint and we remain determined to do so.

Additionally, I have already had representations from various user groups asking for the opportunity to have a face-to-face option for the 10 July Sub Committee and I am happy to confirm that will be accommodated in a manner like last time. In other words, we will operate a RSVP system to allow those that want to attend in person to do so. In the meantime, I want to thank all the User Groups for their commitment to the Festival Hall and the cultural welfare of our beautiful town.

Finally, I respectfully remind members of this committee of the excellent events scheduled in the Festival Hall until July. Please support these events if you can by your attendance and/or promotion. Details can be found on the Festival Hall Facebook page.

That is the end of my comments.

Thank you.



PUBLIC HALLS MANAGER REPORT

For May 2023 Public Halls Committee Meeting

Booked events:

- Petersfield Theatre Group, 12/05/23 – 21/05/23
- Blood donation session, 22/05/23
- Town Juniors awards, 27/05/23
- CCADS (Joseph and his amazing technicolour dream coat), 28th/05/23 - 04/05/23
- Community information sharing event, 06/06/23
- TPS awards evening, 07/06/23
- Climate question time, 09/06/23
- Petersfield Orchestra, 15/06/23
- Blood donation session, 12/07/23
- Petersfield Dance festival, 21/07/23 – 30/07/23

Overview of team activities (last two months):

Festival Hall:

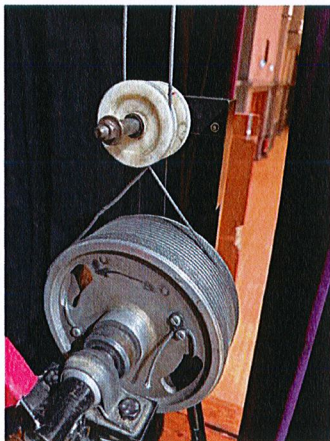
Air conditioning has been serviced.

Meden panel has been serviced.

All 100 Rose room chairs will be re-upholstered in June. I have asked the same company to provide a quotation to re-upholster the tiered seating. They are currently trying to source the fabric.

Front of house curtains:

Just before Winton Players moved in we discovered that the cable that opens and closes the FOH curtains had snapped. At very short notice we managed to run brand new cable so that WP could use the Curtain's for their show.





Town Council Events:

The Festival Hall team have been involved in a number of PTC events over the last couple of months. Some of those being:

The Town Mayors Quiz

Town Mayors film

Planet Petersfield

Coronation screening

Coronation Fete

No Jacket Required:

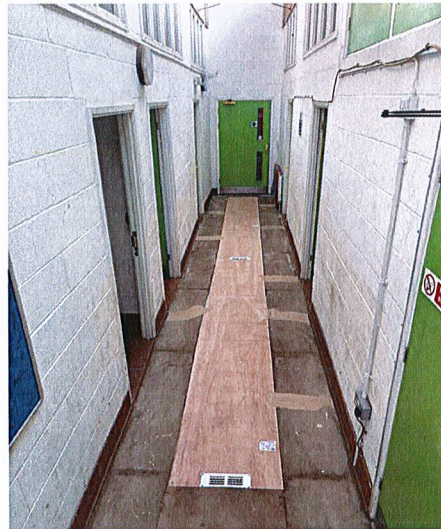
Our first “in-house” event took place on the 1st April which for a first event was a great success. We always knew that venturing in to promoting our own shows would involve a lot of trial and error and we have learned from the small amount of problems we had with the first show. None of the issues affected the audiences enjoyment of the event, in fact I doubt anyone other than the fantastic staff and volunteers running the show would have even noticed.

The event has not yet been fully reconciled but approximate figures show that we have made between £2500 and £3000 profit.

Love Lane:

There has been an ongoing problem with cold taps running hot at Love Lane. Last year we opened up the floor in the nursery and discovered a split in the hot water pipe which was in turn heating up the cold water pipe. This solved the problem for a time but returned to haunt us again this year. A contractor came in and removed the floor and discovered exactly the same problem in another location (see pics below). The offending pipe work has now been removed and replaced with plastic and the rotten flooring replaced.

The cause of this is apparently that the alkaline in the cement corrodes the solder of the copper pipe work over time.





Issues / recommendations / proposals:

Last Saturday (13/05/23) one of the hirers of the Avenue Pavilion could not gain access with the key that they had signed out the previous Friday. They managed to get hold of Councillor Crissey who tried everything that he could to help them. He eventually managed to get hold of me and I took a different set of keys round and let them in. After some investigation this morning it was discovered that they had accidentally been given an old set of keys. The hirer has been offered a discount on the cost of their hire as an apology.

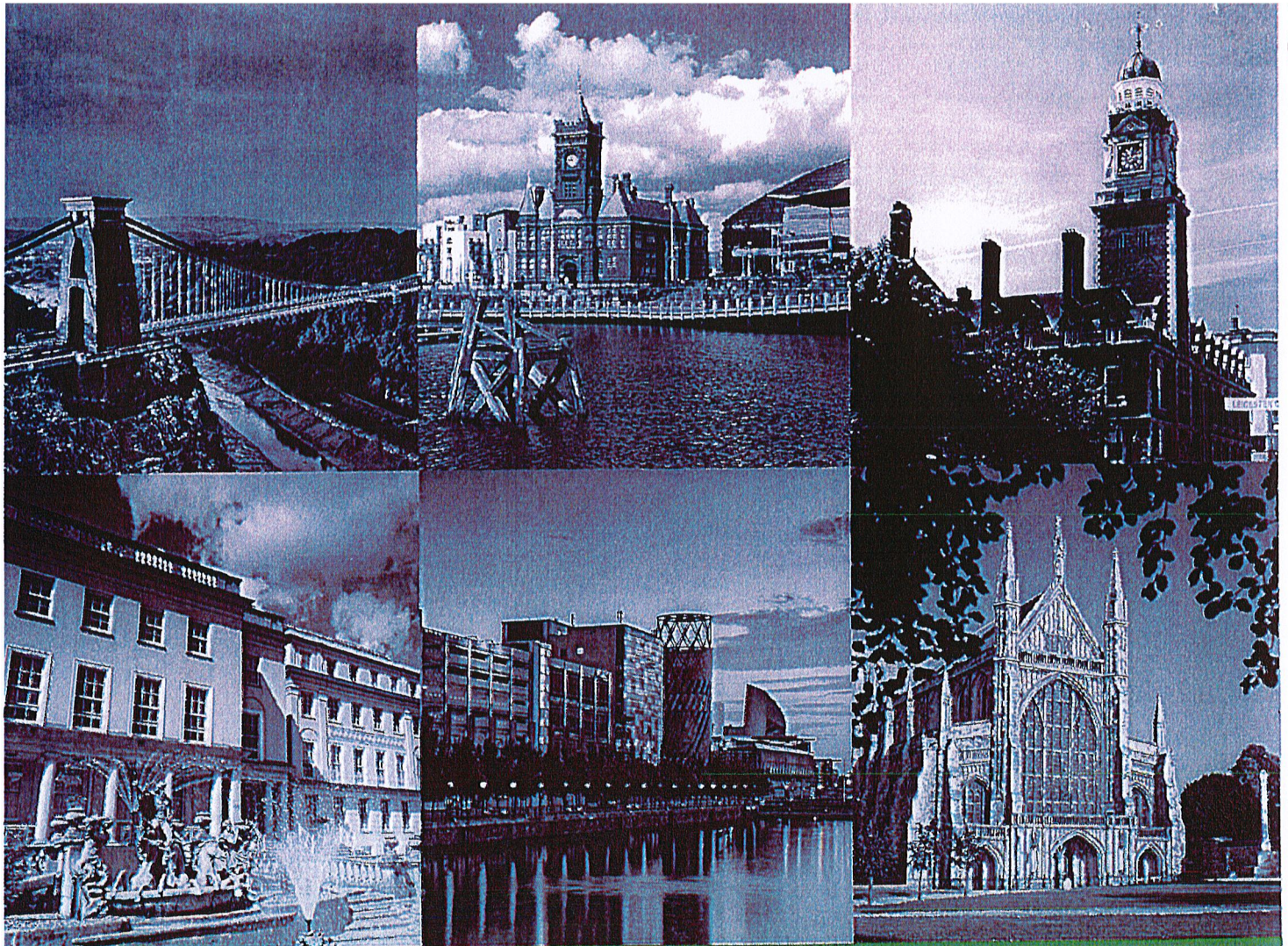
Auditel Report:

At the last meeting I was asked to highlight the events that caused peak electrical usage. Please refer to the report attached to your agenda:

7 th -24 th January	Winton Players pantomime
29 th January	Wrestling
9 th February	PTC event
14 th February	Planet Petersfield
15 th February	Mayors film
20 th February	Blood donation
1 st - 4 th March	Penman antiques
10 th March	Dementia festival
12 th -26 th March	Petersfield musical festival

Jon Tucker
Halls Manager

©



RIDGE



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REFURBISHMENT OF THE COUNCIL CHAMBERS AT HEATH ROAD,
PETERSFIELD, GU31 4EA

PETERSFIELD TOWN COUNCIL

May 2023

Prepared for

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Version Control

Issue Date	10 May 2023
Originator Initials	LT
Checked Initials	MS
Version	2.0
Notes:	-



VERSION CONTROL

VERSION	DATE	DESCRIPTION	CREATED BY	REVIEWED BY
1.0	09/05/2023	Tender Report	LT	MS
2.0	10/05/2023	Tender Report updated to anonymise Contractors	LT	MS

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1. TENDER DETAILS

1.1. The Project

The works comprise the refurbishment of the existing Council Chambers at Heath Road, Petersfield, GU31 4EA.

Ridge have been appointed by Petersfield Town Council to prepare a tender report highlighting queries with the tender returns in order to aid their decision-making process.

1.2. Procurement

Ridge note that the original procurement route (Single Stage Tendering – Traditional) was selected by Petersfield Town Council.

1.3. Tendering

Ridge understands that the opportunity to tender for the works was posted on the Council's procurement platform and that Tenders were received from 3 Nr Contractors.

Tender documents were initially issued to Petersfield Town Council for uploading to their portal on the 27 March 2023 with a tender return date of the 30 April 2023.

The following Tender Addendum was issued during the tender period:

1. Addendum 1 – 18 April 2023 – An updated Architect's package was issued to the tenderers. This pack included updates and clarifications on the specification.

1.4. Tenders Received

Details of the tenders received are set out below:

Tenderer	Preliminaries	Overheads & Profit	Cost Estimate	Mobilisation Period	Programme (Build Period)
Contractor A	£ 46,572.00	15% advised	£ 266,865.93	4 weeks	14 weeks
Contractor B	£ 110,448.00	Excl	£ 628,206.00	4 weeks	26 weeks
Contractor C	£ 25,151.64	£ 37,727.47	£ 314,395.55	TBA	TBA

Ridge note that a pre-tender estimate was not carried out and therefore it is not possible to draw a direct comparison from an independent estimate based on the tendered design.

Contractor B submitted their Tender direct to Ridge, whereas Contractor A submitted theirs directly to Petersfield Town Council, however both were received by the deadline. Contractor C submitted their tender to Ridge after the deadline on 4 May 2023.

- Contractor A's tender was returned on 28 April 2023.
- Contractor B's tender was returned on 28 April 2023.
- Contractor C's Ltd's tender was returned on 4 May 2023.

Petersfield Town Council confirmed that Contractor C's tender return should be reviewed as part of this tender review process.

Ridge are aware of one further contractor who are due to submit a tender. As of the date of this report, this tender has not been received and therefore upon receipt Petersfield Town Council will need to advise if the same is still to be considered and reviewed.

1.5. Tender Interviews

Mid-tender interviews were not held as part of the tender process, however, post tender interviews would prove beneficial.

Refer to Section 3 for Ridge's recommendation in relation to post tender interviews. We await confirmation from the Client as to how they would like to proceed in this regard considering the queries raised.

1.6. Notes

This tender report has been prepared to summarise the results of the tender evaluation conducted by Ridge and Partners LLP on behalf of Petersfield Town Council and includes a recommendation to assist in selecting a Contractor for the Works.

For purposes of clarification, we confirm that all figures contained within this report are provided exclusive of Value Added Tax.

This report has been prepared for the sole use of Petersfield Town Council and contains information that is commercial in confidence and is not in the public domain. The contents of this document must not be disclosed or discussed with any third party.



2. TENDERS EVALUATION

2.1. Tender Review

Ridge note that the original procurement route (Single Stage Tendering – Traditional) was selected by Petersfield Town Council.

2.1.1. Tender Returns

Tender returns were received from 3 Nr Contractors. Ridge not aware of the prequalification criteria selected, however have assumed the Council are comfortable with the financial standing and project experience of each contractor.

Ridge note that a pre-tender estimate was not carried out and therefore we are not able to draw a direct comparison from an independent estimate based on the tendered design.

A summary of the Tender Returns (face value) is provided below:

Contractor A	Contractor B	Contractor C
£266,865.93	£628,206.00	£314,395.55

An analysis of the tender returns is included within Appendix A which looks to align the individual elements of each return against industry standard headings provided by the RICS (NRM 1).

2.1.2. Preliminaries

	Contractor A	Contractor B	Contractor C
Preliminaries	£30,100.56	£110,448.00	£25,151.64
Construction Programme (Weeks)	14 Weeks	24 Weeks	TBA
Preliminaries per Week	£3,326.57	£4,602.00	TBA

The average preliminaries value was £60,723.88 ranging from £25,151.64 (Contractor C) to £110,448.00 (Contractor B).

Contractor A

Contractor A’s tender return included a lump sum preliminaries allowance of £46,572.00. A breakdown of the allowance was subsequently requested and received. Ridge have no adverse comments.

Contractor B

Contractor B’s tender return includes a lump sum preliminaries allowance of £110,448.00. A breakdown of the allowance has been requested.



Contractor C

Contractor C’s tender return includes a lump sum preliminaries allowance of £25,151.64. A breakdown of the allowance has been requested.

2.1.3. Programme

Programmes have been received from Contractor A only, Ridge have requested programmes from the remaining Tenderers.

	Contractor A	Contractor B	Contractor C
Mobilisation Period	4 Weeks	4 Weeks	TBA
Construction Period	14 Weeks	24 Weeks	TBA

2.1.4. Financial Assessment / Scoring

Not applicable.

2.1.5. Insurance Details

Insurances have been received from all 3 Contractors. the levels of insurance are as below:

Tenderer	Insurer	Public & Products Liability	Employers Liability	Contract Works	Professional Indemnity
Contractor A	Zurich Insurance	£ 10,000,000.00	£ 10,000,000.00	£1,500,000.00	£ 1,000,000.00
Contractor B	Incorporated Insurance Group Ltd.	£ 10,000,000.00	£ 10,000,000.00	£ 700,000.00	£ 1,000,000.00
Contractor C	P J Insurance Brokers	£ 10,000,000.00	£ 10,000,000.00	£ 900,000.00	TBA

Ridge note that Contractor C. didn't not provide a copy of their Professional Indemnity Insurance and as such a copy has been requested.

2.1.6. CVs

CVs of relevant personnel intended for the project have not been received from any of the Tenders.

2.1.7. Qualifications

No qualifications were apparent in relation to the tenders submitted. However, Ridge have subsequently raised this query with the tendering contractors. A response is yet to be provided.



2.2. Post Tender Adjustments

Following an arithmetical check of all tenders, no post-tender adjustments have been made to date.

2.3. Warranties, Bonds & Guarantees

The Council require the Contractor to obtain all guarantees, warranties and maintenance agreements from all / any relevant manufacturers, suppliers and subcontractors.

2.4. Contract Terms and Conditions

Ridge note the Council intent to appoint the Contractor under the JCT Intermediate Building Contract (2016) incorporating all amendments current at the base date.

2.5. Tender Interviews

Refer to Section 3 for Ridge's recommendation in relation to post tender interviews / conclusions. Ridge await confirmation from the Client as to how they would like to proceed.

3. CONCLUSIONS AND RECOMMENDATIONS

Tenders were received from 3 Nr Contractors.

Ridge have undertaken an analysis of the information provided by the Council. This is as summarised within Appendix A. Ridge note that it has been difficult to compare the Tenders on a like for like basis as the contractor's did not necessarily use the provided tender analysis document. However, where possible Ridge have tried to align the tender returns against NRM 1 heading to allow comparisons to be drawn.

Ridge would suggest as a minimum the following questions / points of clarification are raised to each contractor:

Contractor A

- No OHP stated – Contractor has advised OHP was 15%
- No breakdowns provided for Preliminaries costs – has since been received.
- It was noted in their cover letter that during the site visit they identified a simpler route for the electrical installations (through the lobby area at a high level) confirmation as to what option has been priced is required.
- There is no allowance for steel frame within the quotation.
- There is no allowance for the Oak Faced Full height Unit in the quotation.
- Please confirm Nr of blinds allowed for.

Contractor B

- No breakdown of Construction costs or Preliminaries has been submitted, please send over the breakdown of costs.
- No OHP stated, please advise on the percentage.
- No Project programme submitted, please send over projected programme for the project.

Contractor C

- No completed form of tender, certificate of bona fide or questionnaire has been submitted please complete and send over.
- No project programme has been received, please send over.
- Ridge have yet to receive a copy of their PI Insurance, please send over.
- No mobilization period has been identified, please advise.
- Only the cement screed has been allowed for under floor finishes – please advise.

Ridge are aware of one further contractor who are due to submit a tender. As of the date of this report, this tender has not been received and therefore upon receipt Petersfield Town Council will need to advise if the same is still to be considered and reviewed.

APPENDIX A

ANALYSIS OF TENER RETURNS

Tender Sum Reconciliation

Ref	Description	Contractor A	Contractor B	Contractor C	Average	Comment
0	Demolitions and Alterations					
0.1	Toxic/hazardous material removal					
0.2	Major demolition works	Inc.		1,628.00		
	Demo of Existing finishes	1,485.60		60.00		
	Demo of existing doors and linings	6,737.40		4,040.00		
	Demo of internal brick wall					
0.3	Temporary support to adjacent structures	8,796.48		5,400.00		
	Break out existing concrete slab					
0.4	Excavation, Removal & compacting					
0.5	Temporary diversion works	3,744.00				
0.6	Extraordinary site investigation works	20,763.48		11,128.00	15,945.74	
	Subtotal					
1.0	Substructure / Ground floor Slab	41,645.66		30,453.91		Contractor A - slab costs moved from Demo section of their quote
	Subtotal	41,645.66		30,453.91	36,049.79	
2.0	Superstructure					
2.1	Frame	-		6,721.83		
2.2	RC Slab			937.50		
2.3	Ceilings & Partitions	4,923.14				Contractor A - Acoustics firm quote awaited & includes ceiling finishes
2.4	Roof					
2.5	Stairs and ramps	3,351.90		-		Contractor A - lintel costs
2.6	External walls			5,000.00		Contractor C - doors not in spec
2.7	Windows and external doors	3,059.86		10,319.50		large difference in costs? Both only 1 double and 1 single
2.8	Internal doors and screens					
	Subtotal	11,334.90		22,978.83	17,156.87	
3.0	Internal Finishes					
3.1	Wall finishes	8,920.61		34,763.75		maybe due to Contractor A going for option b?
3.2	Floor finishes	8,282.68		2,493.75		no carpet / covering allowance in Contractor C
3.3	Ceiling finishes	inc above		17,667.57		
	Subtotal	17,203.29		54,925.07	36,064.18	
4.0	Furniture, Furnishings and Equipment					
4.2	Blinds	24,221.54		14,470.00		Contractor C - state 2hr electric blinds, G&E don't
4.4	Storage Units	6,000.00		15,747.00		Contractor A - not allowed for joinery unit?
	Worktop	Included above		3,113.63		
	Subtotal	30,221.54		33,330.63	31,776.09	
5.0	Services					
5.1	Sanitary Installations (inc Radiators)			3,700.00		Contractor A - sum is for sink and water boiler in kitchenette
5.2	Mechanical Strip Out	2,712.00				Contractor C - kitchen sink costs (700) moved from fittings section
5.3	Services equipment					

Tender Sum Reconciliation

Ref	Description	Contractor A	Contractor B	Contractor C	Average	Comment
5.4	Disposal Installations					
5.5	Water Installations					
5.6	Heat source	7,500.00				
5.7	Space Heating and Air Conditioning	12,078.00		40,000.00		Contractor C - PS
5.8	Ventilation	6,710.40				
5.9	Electrical Installations	17,914.85		55,000.00		Contractor A - Noted in cover letter that during their site visit they identified a simpler route to install the electrical works through the lobby area Contractor C - PS
5.10	Data Installations					
5.11	Lighting	35,086.94				
5.12	Fire Detection	2,004.00				
5.13	Small Power & Data	8,370.00				
5.12	CCTV	1,920.00				
5.14	Specialist Installations					
5.15	BWIC	2,828.89				
	Subtotal	97,125.08		98,700.00	97,912.54	
6.0	Work to existing buildings					
6.1	Minor demolition works and alteration works					
6.2	Works to existing services					
6.3	Damp-proof courses/ fungus and beetle eradication					
6.4	Facade retention					
6.5	Cleaning existing surfaces					
6.6	Renovation works					
	Subtotal	0.00		0.00	0.00	
7.0	External Works					
	Subtotal	N/A	N/A	N/A		
	Subtotal	0.00		0.00	0.00	
8.0	Preliminaries					
	Subtotal		110,448.00	25,151.64		
8.1	Site Set Up	8,952.00				
8.2	Welfare Unit					
8.3	Waste Materials Disposal / Skips / Grab Lorries	3,480.00				
8.4	Site Management	30,480.00				
8.5	Plant Hire	840.00				
8.6	H & S	2,820.00				
8.7	Site Protection					
8.8	Builders Clean					
	Subtotal	46,572.00	110,448.00	25,151.64	60,723.88	
9.0	Fees					
9.1	Design Fees					
9.2	Other Fees, Surveys, Statutory fees etc	2,000.00				CDM allowance - Contractor A
	Subtotal	2,000.00			2,000.00	

Tender Sum Reconciliation

Ref	Description	Contractor A	Contractor B	Contractor C	Average	Comment
10.00	PCSA Fee					
	Subtotal	0.00	0.00	0.00	0.00	
11.00	Subtotals (Face Value)	266,865.95	628,206.00	276,668.08	297,629.08	
12.00	Contractor's OHP	15% advised	Excl	37,727.47	37,727.47	
13.00	Risk Allowance Estimate (20%)					
14.00	Additions / Omissions					
15.00	Cost Plan Estimate Total	266,865.95	628,206.00	314,395.55	335,356.55	
16.00	Adjustments					
16.01	Rounding adjustment	-0.02				
16.02	Less External Door not in Spec			-5,000.00		
	Subtotal	-0.02	0.00	-5,000.00		
17.00	Adjusted Cost Plan Estimate Total	266,865.93	628,206.00	309,395.55		

(1)

(12)



Minutes of the Festival Hall Working Party

A meeting of the Festival Hall Working Party was held on 14th April 2023

Attended: Cllr P Milner (Chairman), Cllr JC Crissey, Cllr J Deane, Cllr S Dewey, Cllr N Khattar, Cllr J Lees, Jonathan Size- Foster Wilson Size Architects, Steve Field (Project Officer) and Sophie Fisher (Committees Administrator)

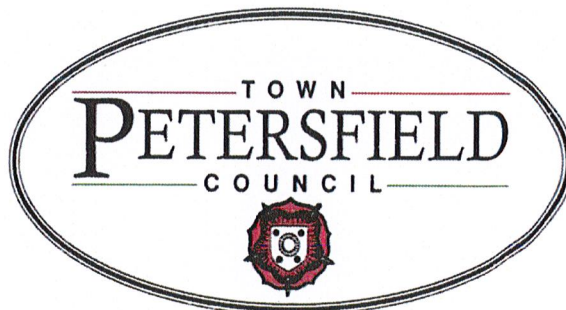
Apologies: None

No	Item	Discussion	Decision
1	Previous Minutes	Previous Minutes of the meeting on 10 th March 2023 were approved as a true record	None
2	Chairman's Comments	The Chairman welcomed everyone to the last meeting of this Council.	None
3	Council Chamber Update	<p>All of the documents for the revised project have now been uploaded to Contract Finder and the closing date for tenders is the end of April. The 3 contractors who submitted a tender previously have been informed and a couple of other contractors have expressed an interest. A tender review process will be held. Any questions regarding the tender pack should be forwarded on to the Quantity Surveyor (QS) who can maintain a schedule of all information sought and provided.</p> <p>It was noted that s106 monies for the project could only be applied for once a decision had formally been made to appoint a contractor and the costs agreed. Alternative arrangements for staff and possibly other users of the building (including the Festival Hall) during at least part of the works. The QS would identify the scheduling and timescales listed in the tenders as this would be relevant to the decision regarding contractors.</p> <p>It was noted that this revised and more thorough tender process would ensure that the Town Council is better protected and the plans had been scaled back for costs reasons.</p>	<p>Recommendation from the tender review process to go to Public Halls/Full Council meetings in May</p> <p>S106 monies for the project to be applied for as soon as it is possible to do so in order to secure funds for the works</p>
4	RIBA stage 3	<p>The planning authority has gone back to 3 consultees in response to the amended plans: the Conservation Officer has responded and his position is unchanged; a response is awaited from the Theatre Trust and Environmental Health.</p> <p>There was a discussion about whether the delay should be escalated via a formal complaint but it was agreed that this would not be helpful.</p>	FWS to continue contacting the planning officer on a regular basis requesting an update on the status of the application

F

C.I.P 5.4

Petersfield Town Council



FREE USE OF HALLS BY OUTSIDE BODIES POLICY

Approved by Public Halls Committee: May 2023
(Minute No: 15 Public Halls Advisory Group- May 2023)

Policy Review Date: May 2025

1 INTRODUCTION

- 1.1 There has been a general expectation from a number of groups within the community that the Town Council will provide them with free use of the Council Chamber without restriction.
- 1.2 It is now considered to be an appropriate time to review the policy towards what the Council provides groups on its Outside Body list as well as certain other groups within the community in order to clarify matters.
- 1.3 In addition to the use of the Council Chamber specified within this policy it should be noted that under the terms of the Memorandum of Understanding held with the Friends of Petersfield Heath, the organisation has permission to use the Rose Room for its Annual General Meeting which is an exceptional agreement that it is not anticipated being granted to any other group or organisation.
- 1.4 Other outside bodies on which the Town Council has an appointed representative on their committee are permitted to use the Rose Room, subject to availability, at a 25% discount for their Annual General Meeting and for other large events.

2 OBJECTIVES

- 2.1 The objective of this policy is to establish what benefits are provided to Outside Bodies and other similar organisations by way of free or discounted room hire for their meetings and activities.
- 2.2 The policy will outline the use that Outside Bodies can make of the Council Chamber and clarify what other groups or organisations the Town Council is willing to support and assist in this way.
- 2.3 The policy will also outline any other parameters or administrative matters that need to be undertaken as part of the 'free use'.

3 FREE USE OF HALLS

- 3.1 The Council Chamber *only* will be provided free to those groups on the Town Council's Outside Bodies list where councillors are appointed to the relevant organisations at the Annual Meeting of the Council in May.
- 3.2 The exception to the above is the use of the Rose Room for the Friends of Petersfield Heath as outlined in 1.3 above.
- 3.3 Other bodies may be added to this list from time to time at the discretion of the Council.
- 3.4 Currently the other bodies included within this policy are The Petersfield Museum and East Hampshire Police Independent Advisory Group.

- 3.5 The Town Clerk and Halls Manager must authorise all requested hires of the Council Chamber in accordance with this policy.

4.0 TERMS OF FREE USE OF THE COUNCIL CHAMBER

- 4.1 The Town Council will permit all groups covered under this policy use of the Council Chamber without charge for up to 20 hours annually.
- 4.2 Any group requiring additional hours in excess of the permitted free usage number will be required to pay the standard published hourly rate of hire for the Council Chamber from time to time in force.
- 4.3 As part of this agreement no damage deposit is required from any group or organisation benefitting from this policy.
- 4.4 If the use of equipment that is generally hired out to users is required by the group or organisation, the standard hire charges for that equipment, as published from time to time will still apply.
- 4.5 Any 'free use' hire of the Council Chamber should not interfere with any other commercial booking for any part of the Town or Festival Hall premises or take precedence over any other paying hire of the premises.

5 ADMINISTRATIVE REQUIREMENTS

- 5.1 A booking form will need to be completed for each free hire of the Council Chamber under the terms of this policy.
- 5.2 Each group benefitting from this policy must provide a copy of their Public Liability insurance certificate to the Council on an annual basis which should provide cover of a minimum of £5 million.
- 5.3 All groups should seek to provide a minimum of one months notice of an intended 'Free Use' hire to ensure that appropriate staff rostering can be achieved.
- 5.4 Groups must abide by all normal hire terms and conditions as part of any 'Free Use' hire.

6 REVIEW AND AMENDMENT OF THE POLICY

- 6.1 The Town Clerk and Halls Manager will review this policy bi-annually for approval by the Council in June.

G

C.I.P 5.10

Petersfield Town Council



TOWN MAYOR'S FREE USE OF HALLS POLICY

Approved by Public Halls Committee: May 2023
(Minute No: 16 Public Halls Advisory Group)

Policy Review Date: May 2025

1 INTRODUCTION

- 1.1 The purpose of this policy is to set out how the Town Mayor may use the Council's various premises during his/her tenure in order to further the charitable work undertaken and conducted by the Town Mayor.
- 1.2 The policy has been produced with a view to the types of premises that the Town Council owns and operates as well as the nature of the hires or events that take place from time to time.

2 OBJECTIVES

- 2.1 The general policy objective is to ensure that the Town Mayor has the ability and freedom to act and plan in the raising of funds for his/her charitable work without creating any adverse impact on the general operation and income generation of the Council's public halls service.
- 2.2 The policy will outline what usage of the Council's public halls the Town Mayor may have without paying for the service as well as the administrative actions that will need to be completed for this purpose.
- 2.3 The policy will also outline any other parameters that need to be met in accommodating the needs of the Town Mayor as well as some guidance on the timing of events and planning their operation.

3 FREE USE OF HALLS

- 3.1 The Town Mayor may use the public halls in the ownership of the Town Council as follows:
 - (i) Festival Hall – a total of 2 free uses of the main Hall
 - (ii) Rose Room, Avenue Pavilion and Council Chamber – a total of 4 free uses of a combination of these facilities.
- 3.2 In the event that the Town Mayor wishes to use the available halls for a greater number of instances than as stated in 3.1, the standard rate of hire charge in accordance with the published tariff from time to time in force is to be levied for the event.
- 3.3 The Town Clerk and Halls Manager must authorise all such hires of the Council's facilities by the Town Mayor in accordance with this policy.

4.0 PURPOSE OF HALL USE

- 4.1 The purpose of any hall hire by the Town Mayor will be for the purposes of raising monies for his/her chosen charities or for hosting civic receptions of various kinds that may include an element of charitable fundraising should the Town Mayor consider it appropriate.
- 4.2 The Town Mayor is not permitted to offer a free hall hire to a charity or any other group apart from one of his/her chosen charities for the year.

- 4.3 For any event run by the Town Mayor a damage deposit is not required.
- 4.4 If the Town Mayor requires the use of equipment that is generally hired out to users as part of his/her free use of the premises, these charges will still apply unless the agreement of the Finance & General Purposes Committee is given to waive the fee (no fee will be charged for the use of crockery or glasses).

5 ADMINISTRATIVE REQUIREMENTS

- 5.1 The Town Mayor will need to complete a booking form for each free hire of any of the halls under the terms of this policy.
- 5.2 If the Town Mayor wishes to operate a charity cinema event, the film showing must not clash with or disturb the normal New Savoy Cinema film programme although additional showing of a popular film that has been included within this normal cinema programme can be done provided it is feasible and the additional licence is purchased.
- 5.3 The Town Mayor should seek to provide a minimum of one months notice of an intended 'Free Use' hire to ensure that appropriate staff rostering can be achieved.
- 5.4 Any large scale charitable event requiring the support of the finance staff should be avoided at the end of March and during April because of 'year end' financial pressures.
- 5.5 The Town Mayor must abide by all normal hire terms and conditions as part of any 'Free Use' hire.

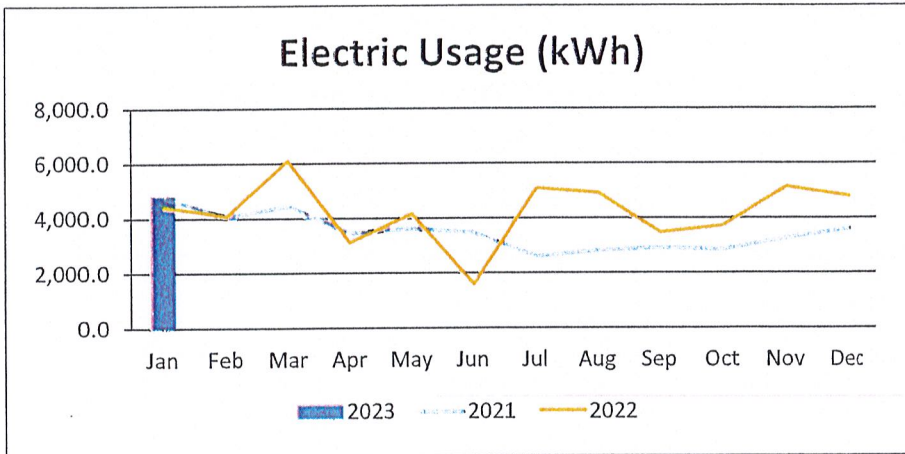
6 REVIEW AND AMENDMENT OF THE POLICY

- 6.1 The Town Clerk and Halls Manager will review this policy bi-annually for approval by the Council in June.

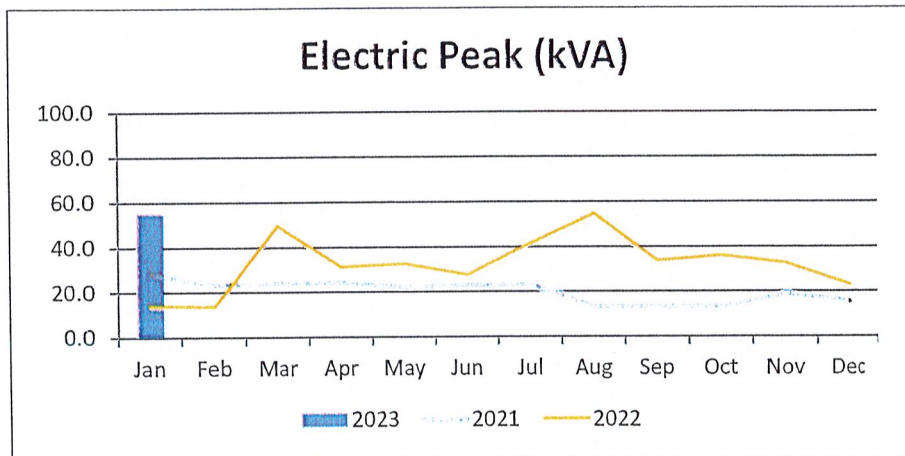
Petersfield Town Council Auditel Monthly Utility Report – January 2023

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.

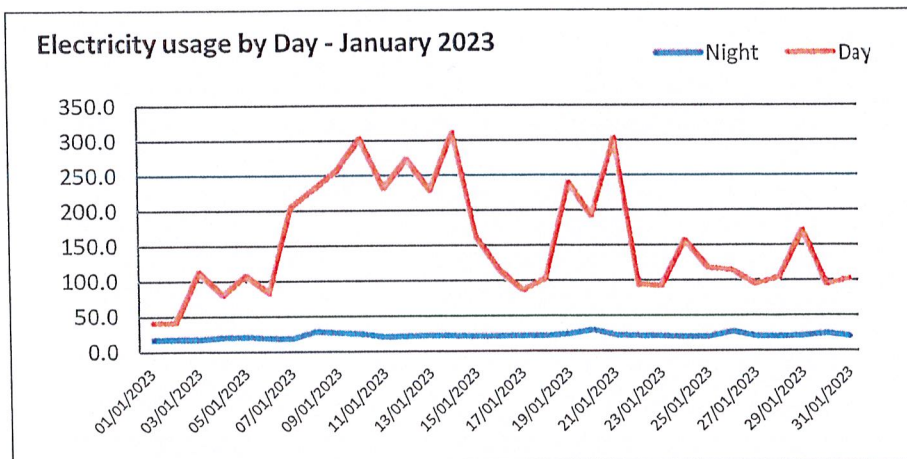


Usage was up 10% against the same month a year ago.



100 kVA Available Capacity

Peak demand was 54.7 kVA in December of the 100 kVA capacity available. Up 305% on the same month last year.



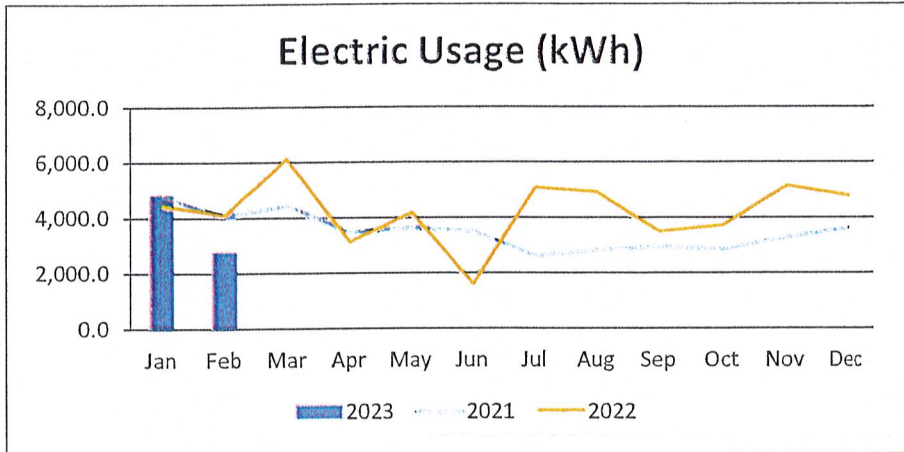
Day and Night kWh usages for December.

Petersfield Town Council

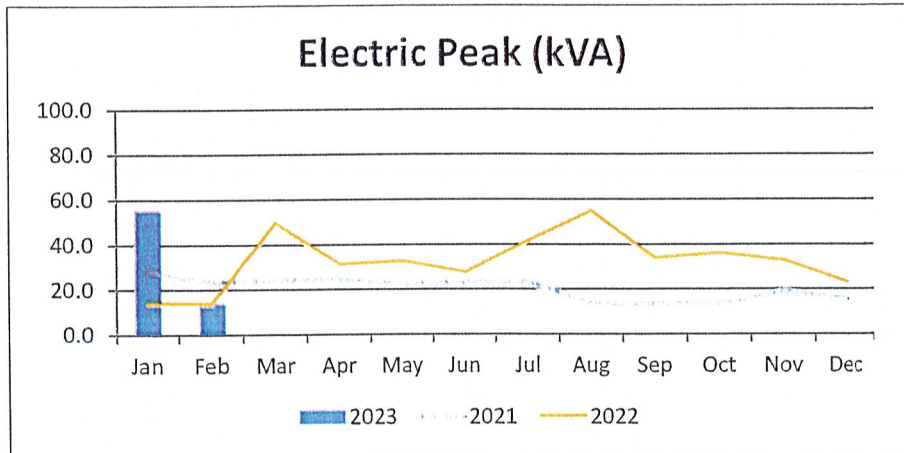
Auditel Monthly Utility Report – February 2023

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.

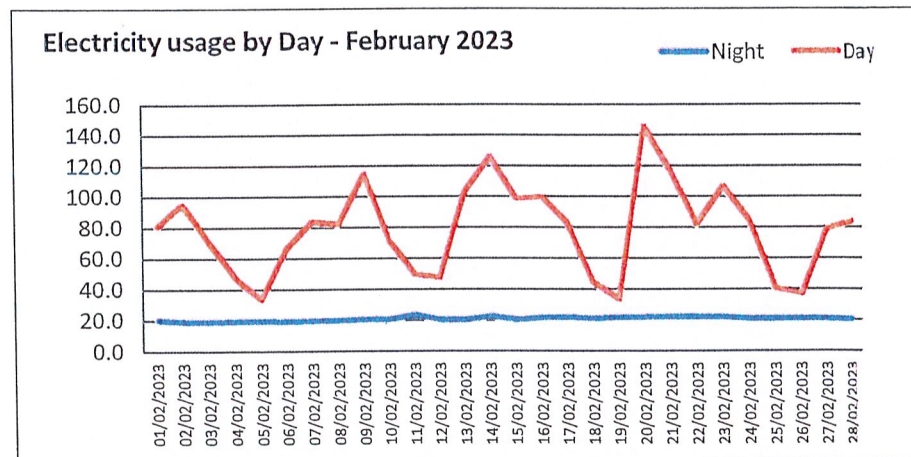


Usage was down 32% against the same month a year ago.



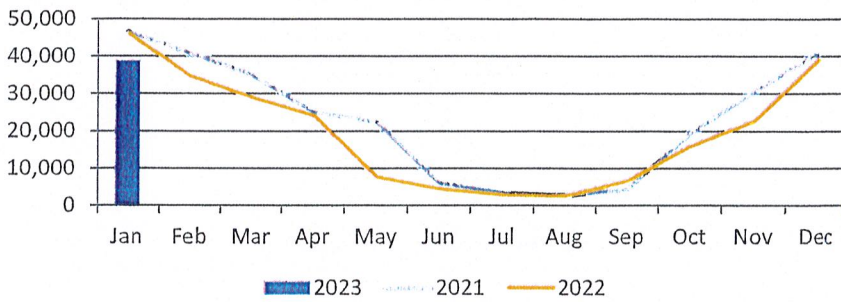
100 kVA Available Capacity

Peak demand was 13.6 kVA in December of the 100 kVA capacity available. Up 4% on the same month last year.



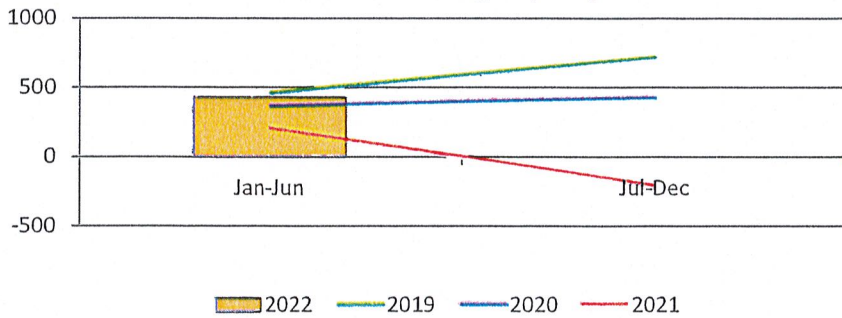
Day and Night kWh usages for December.

Gas Usage (kWh)



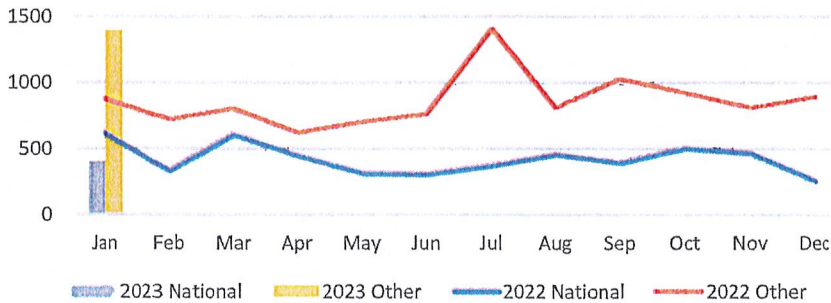
Gas usage was down 16% against the same month a year ago.

Water Usage (m³)



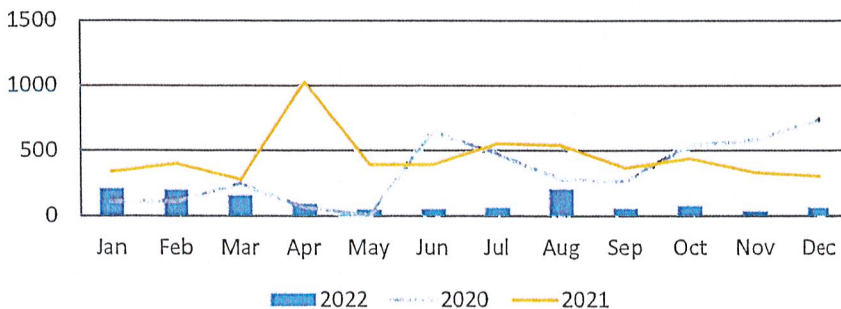
Water usage was down during the second half of 2021, returning -2012m³ after an actual meter reading down 150% against the same period the previous year. For the first half of 2022 usage was up 113% against the same period in the previous year.

Landline Usage (Mins)



National calls were down 34%. Other call types, i.e, to mobiles were up 59% against the same period last year.

Mobile Usage (Mins)



Mobile usage was down 84% against the same period last year - September. No additional call / data charges were incurred.

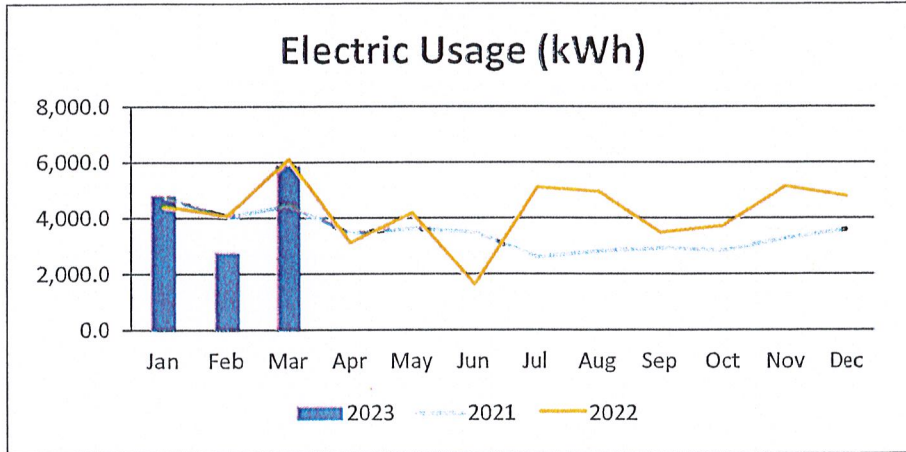
N.B. Currently no usage data is available from the Babble portal for January 2023 onwards.

Petersfield Town Council

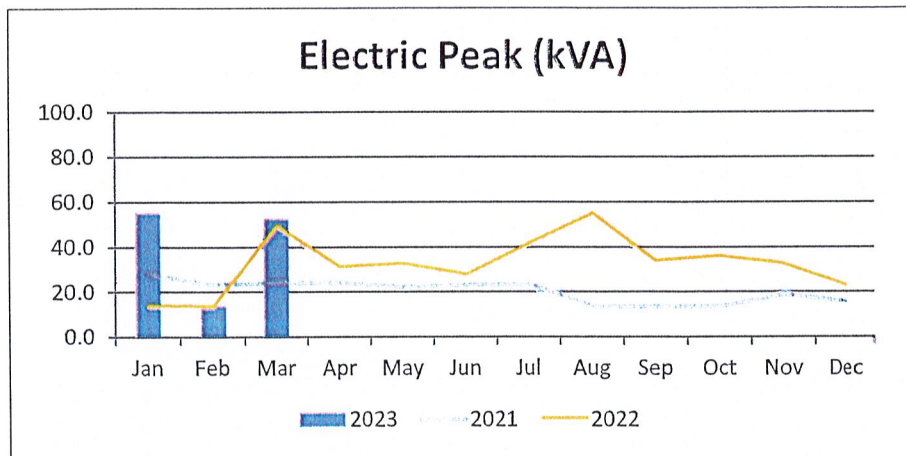
Auditel Monthly Utility Report – March 2023

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.

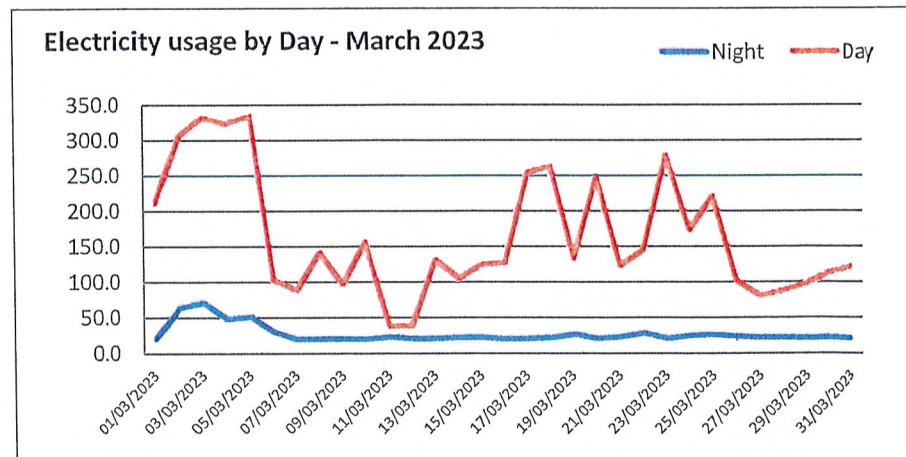


Usage was down 3% against the same month a year ago.

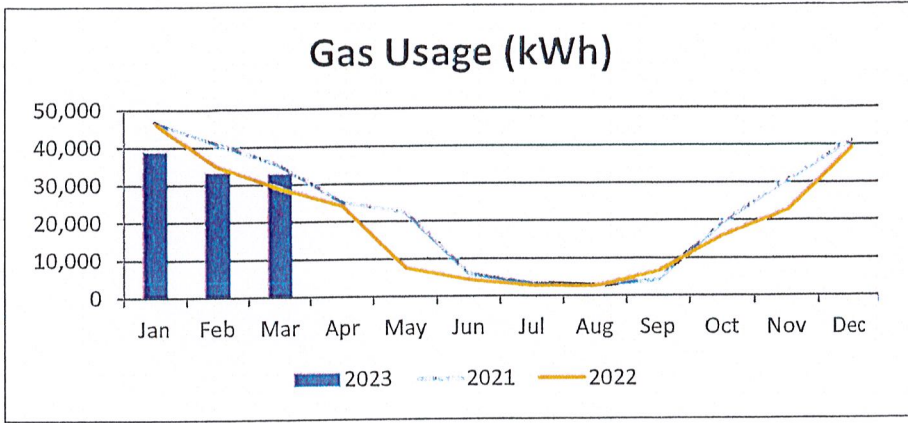


100 kVA Available Capacity

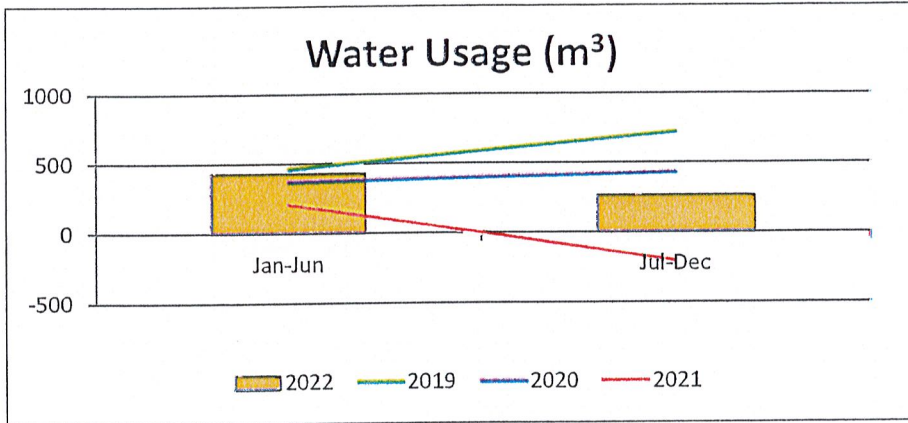
Peak demand was 52.4 kVA in March of the 100 kVA capacity available. Up 7% on the same month last year.



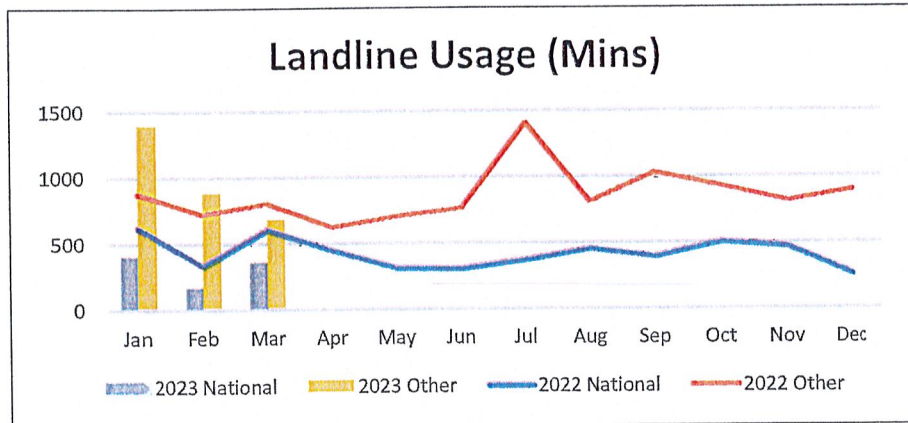
Day and Night kWh usages for December.



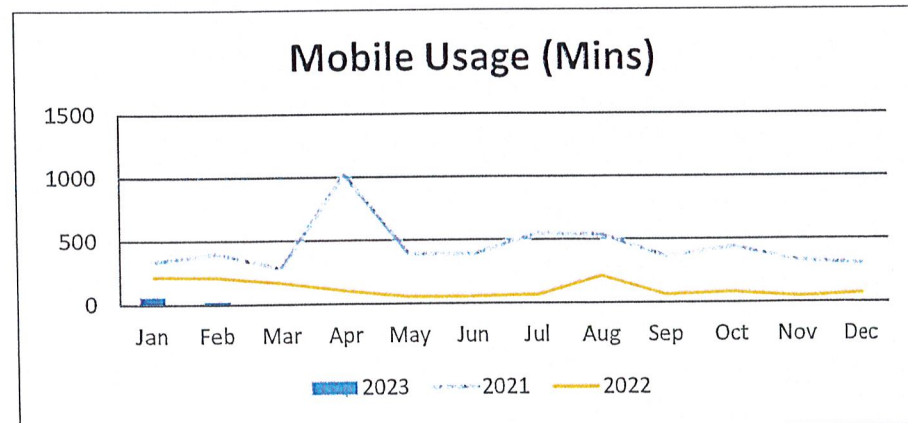
Gas usage was up 14% against the same month a year ago.



Water usage was down during the second half of 2022/23, returning 261 m3. For the second half of 2022 usage was down 223% against the same period in the previous year – this figure is ‘distorted’ because for the second half of 2022 usage was -212.

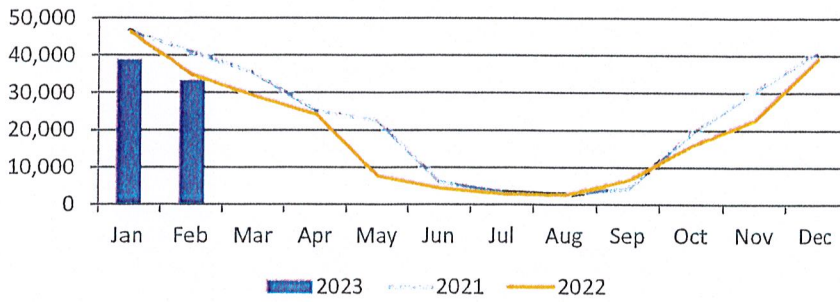


National calls were down 39%. Other call types, i.e, to mobiles were down 15% against the same period last year.



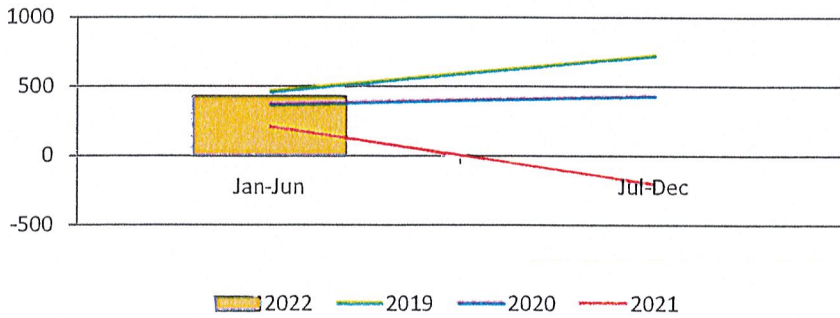
Mobile usage was down 93% against **February** last year. No additional call / data charges were incurred.

Gas Usage (kWh)



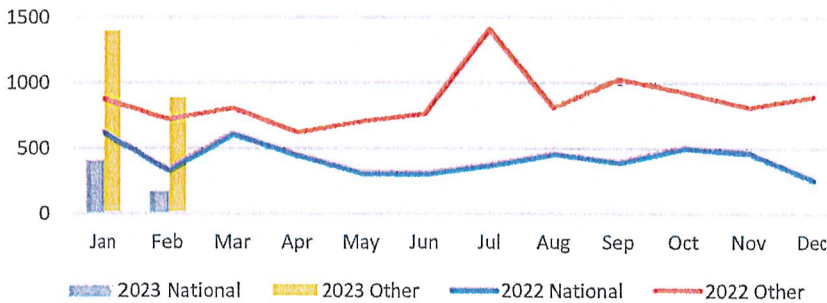
Gas usage was down 4% against the same month a year ago.

Water Usage (m³)



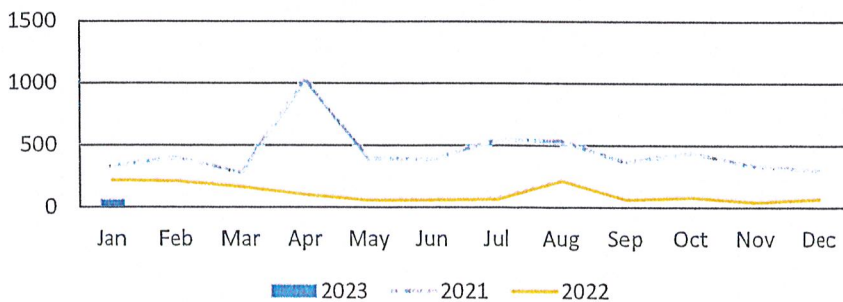
Water usage was down during the second half of 2021, returning -2012m³ after an actual meter reading down 150% against the same period the previous year. For the first half of 2022 usage was up 113% against the same period in the previous year.

Landline Usage (Mins)



National calls were down 47%. Other call types, i.e, to mobiles were up 23% against the same period last year.

Mobile Usage (Mins)



Mobile usage was down 70% against **January** last year. No additional call / data charges were incurred.



Work Item / Activity	Work Package / Building	Start	End	Value	Phase	Notes	Dependencies
Work Item 1: [Activity]	Work Package 1: [Building]	To Start	To Start	£ 250,000	Phase 1	[Detailed description of work item]	[Dependencies]
Work Item 2: [Activity]	Work Package 2: [Building]	To Start	To Start	£ 500,000	Phase 2	[Detailed description of work item]	[Dependencies]
Work Item 3: [Activity]	Work Package 3: [Building]	To Start	To Start	£ 120,000	Phase 3	[Detailed description of work item]	[Dependencies]
Work Item 4: [Activity]	Work Package 4: [Building]	To Start	To Start	£ 25,000	Phase 4	[Detailed description of work item]	[Dependencies]
Work Item 5: [Activity]	Work Package 5: [Building]	To Start	To Start	£ 250,000,000	Phase 5	[Detailed description of work item]	[Dependencies]
Work Item 6: [Activity]	Work Package 6: [Building]	To Start	To Start	£ 1,000,000	Phase 6	[Detailed description of work item]	[Dependencies]
Work Item 7: [Activity]	Work Package 7: [Building]	To Start	To Start	£ 500,000	Phase 7	[Detailed description of work item]	[Dependencies]
Work Item 8: [Activity]	Work Package 8: [Building]	To Start	To Start	£ 1,000	Phase 8	[Detailed description of work item]	[Dependencies]
Work Item 9: [Activity]	Work Package 9: [Building]	To Start	To Start	£ 1,000	Phase 9	[Detailed description of work item]	[Dependencies]
Work Item 10: [Activity]	Work Package 10: [Building]	To Start	To Start	£ 1,500,000	Phase 10	[Detailed description of work item]	[Dependencies]
Work Item 11: [Activity]	Work Package 11: [Building]	To Start	To Start	£ 500,000	Phase 11	[Detailed description of work item]	[Dependencies]
Work Item 12: [Activity]	Work Package 12: [Building]	To Start	To Start	£ 1,300	Phase 12	[Detailed description of work item]	[Dependencies]
Work Item 13: [Activity]	Work Package 13: [Building]	To Start	To Start	£ 500,000	Phase 13	[Detailed description of work item]	[Dependencies]
Work Item 14: [Activity]	Work Package 14: [Building]	To Start	To Start	£ 1,300	Phase 14	[Detailed description of work item]	[Dependencies]
Work Item 15: [Activity]	Work Package 15: [Building]	To Start	To Start	£ 1,500,000	Phase 15	[Detailed description of work item]	[Dependencies]
Work Item 16: [Activity]	Work Package 16: [Building]	To Start	To Start	£ 1,000,000	Phase 16	[Detailed description of work item]	[Dependencies]
Work Item 17: [Activity]	Work Package 17: [Building]	To Start	To Start	£ 1,300	Phase 17	[Detailed description of work item]	[Dependencies]
Work Item 18: [Activity]	Work Package 18: [Building]	To Start	To Start	£ 500,000	Phase 18	[Detailed description of work item]	[Dependencies]
Work Item 19: [Activity]	Work Package 19: [Building]	To Start	To Start	£ 1,000,000	Phase 19	[Detailed description of work item]	[Dependencies]
Work Item 20: [Activity]	Work Package 20: [Building]	To Start	To Start	£ 1,000,000	Phase 20	[Detailed description of work item]	[Dependencies]

Activity	Phase	Value	Start	End	Notes
4. Aspiration - scored with next low lane entry	2	18.5	4	2	Potential 106 monitors available
5. Backmore Farm Development to wider countryside	4	30	5	4	Potential 106 public open spaces or environmental improvements - funds available
5. Part of Peterfield Pictorial (Town Spire)	4	30	5	4	Potential 106 Transport funds available
5. Part of Peterfield Pictorial (Dunrobin Junction)	4	30	5	4	CL to 106, funds not available for initial consultancy preparation
4. Part of Peterfield Pictorial	4	29	5	4	Funds to go and work to progress
3. Part of Peterfield Pictorial (Town Spire)	4	28	5	4	Potential 106 Transport funds available (procurement looking at this)
4. Part of Peterfield Pictorial (Active Travel)	3.5	27.5	5	3.5	Potential Active Travel Grants looking at this - 106 transport funds available
2. White Park Boundary - SOWPA Management Plan	3	26	5	3	Not a town's project - this needs to be separate
4. White Park Boundary - SOWPA Management Plan	3	24	5	3	Project under way - funded by SOWPA
4. White Park Boundary - SOWPA Management Plan	3	24	5	3	Funds to CLWP and procurement - permits at 106
3. Transport Fund for CL (in CLWP)	3	24	5	3	Transport Fund for CL (in CLWP)
4. Transport monitors available	3	22.5	5	3	Potential 106 transport monitors available
4. Management Plan (including reintroduction of trees) of the banks by next Timore Brook entry	3	22	5	3	Potential 106 transport monitors available
3. Management with stream work above	3	20	5	3	Potential 106 transport monitors available
1. Transport monitors available	3	18	5	3	Potential 106 Transport funds available (procurement looking at this)