

**PETERSFIELD TOWN COUNCIL**  
**PUBLIC HALLS ADVISORY GROUP MINUTES**  
**MEETING HELD 10<sup>th</sup> July 2023 at 6.30pm in the Council Chamber and via Teams**

**PRESENT:** Cllr C Paige (Chairman)  
Cllr S Dewey  
Cllr J Lees  
Cllr P Shaw  
Cllr Mrs M Vincent

Also present: Cllr JC Crissey, Cllr Mrs L Farrow, Mr N Hitch (Town Clerk), Mr P Swan (Deputy Halls Manager) and Ms A Tull (Minute taker). There were 5 members of the public and no press present.

**1. Chairman's comments**

The Chairman welcomed everyone to the meeting and thanked the previous chairman for three years of hard work.

Since taking the role he has been busy meeting representatives from User Groups and has had some lengthy discussions with Council Officers about immediate Festival Hall issues.

The main objectives for the year are:

- the RIBA 3 application
- the Council Chamber expansion – which will be discussed under a later agenda item
- rigging system in the Festival Hall

The Chairman thanked all involved in his recent meetings and is now awaiting a further report from Theatre Plan. Once this report has been received, it will be discussed with the Town Clerk and Town Mayor. An extraordinary meeting will be called if required so Members can debate this before it is presented to Full Council for a decision.

The Chairman reiterated the need for communication both from and to User Groups and the Council, regarding the Festival Hall. He encouraged this to be done outside of the Advisory Group meeting, so any important issues can be added to the agenda sooner. His contact details are on the Council website and he will respond to any queries as soon as possible. He is looking forward to working with everyone for the following year as Chairman.

In addition, the Chairman is keen to have current councillors' photos displayed in the Town Hall Reception. It would be helpful to the public to know who they are and which Ward they are responsible for. Members need to be asked for their consent.

**2. Apologies for Absence**

No apologies were received.

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.

5. **Approval of minutes**

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**  
**That the minutes of the Public Halls Advisory Group meeting on 15<sup>th</sup> May 2023 were approved.**

6. **Public representation**

A member of the public commented that regarding the Festival Hall Development Project, it is essential for RIBA 3 to be completed in relation to the concerns about the exterior of the building.

It was suggested that working on smaller zones would not be productive and would cause more disruption. As this was a very big project, could we not 'go big' and cover more extensive work at the same time?

Also could the Council could go ahead with RIBA 4 as it would involve the interior of the building only. RIBA 4 relates to the technical design and will be discussed at the next meeting.

Another member of the public mentioned operational issues in the Festival Hall during a recent music concert. Firstly regarding compliance with fire regulations relating to the condition of the seating. This is extremely important to the Hall Users and a matter of urgency.

Secondly, the problem of the leaking roof. The Users need to know whether there are any risks to future events if the roof leaks. They would like clarity on the extent of the leakage and whether it might affect the stage and audience areas. They consider the Festival Hall to be their 'home' and support the Council to maintain acceptable standards.

The Town Clerk assured everyone that there were no leaks in the auditorium and stage areas - only an area at the back of the stage. The Deputy Halls Manager confirmed this.

Thanks were given to the Deputy Halls Manager for his excellent communication, it is very much appreciated.

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

The Chairman nominated Cllr Dewey to be Deputy Chairman for the Public Halls Committee. Cllr Dewey accepted.

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**  
**That Cllr Dewey be appointed as Deputy Chairman for the Public Halls Committee.**

8. **Decisions made under delegated authority**

EPC certificates for all buildings have now been received. (*See document A*).

9. **Festival Hall Manager's Report**

Members received a written report from the Deputy Halls Manager (*see document B*). It was noted that this report was very detailed and informative.

A question was asked regarding refurbishment of the Avenue Pavilion. Unfortunately there is currently no budget for this. These are under the constraints of a Delegated Authority and the maintenance budget covers the Festival Hall only.

However, redecoration of the Avenue Pavilion is well overdue and the work is becoming more urgent.

10. **Receive and approve costs for the Festival Hall tiered seating refurbishment**

It was noted that the tiered seating does not meet the Fire Safety Regulations and this is now an urgent task. The refurbishment needs to move forward quickly and the timescale is very important regarding removal and replacement of seats. Members noted that this has been an issue since February.

One quote has been obtained from Material Things (*see document C*). They are able to remove the seats one row at a time (17 seats) and replace them within three days, causing the least disruption possible to users. This would take 10-12 weeks for the whole job.

Alternatively, if there was a week with no bookings, 50 seats could be removed at once. Material Things can be flexible with these arrangements and can start immediately.

There are 390 seats costing £90 each. Total cost would be £35,100. It was confirmed there is sufficient money in the Maintenance Fund.

It was decided that one quote only would be accepted as other companies were more expensive and had proved very difficult to get to quote for the work, especially if they were not local. We have already worked with Material Things and are very satisfied with their work on the Rose Room chairs.

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021:**  
**That Material Things refurbish the tiered seating in the Festival Hall for £35,100.**

(*Cllr Mrs L Farrow joined the meeting at 6.55pm.*)

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

We are currently awaiting more information from the Consultants. The Projects Officer anticipated this to be available after reminding them of the urgency of the matter.

12. **RIBA 3 Planning Application Update**

The RIBA 3 planning application is still in progress. It has been in progress for a long time and the Projects Officer has contacted EHDC for an answer but they have not been forthcoming. RIBA 3 consists of a large amount of work and meetings are still ongoing with Foster Wilson Size.

There are two main areas of difficulty:

Firstly, the aesthetic appearance of the building. We need to make changes but still retain the Art Deco legacy which is represented throughout the building.

Secondly, the increasing of the geometry - cladding would add 20cm to the outside of the building. Foster Wilson Size have completed our requirements for now but could start adding new expenses for extra planning issues.

RIBA 4 could be started now but would cost close to £1 million. It was suggested that we could go ahead with the interior even if the exterior had not been agreed but interior ventilation would still require units outside the building and on the roof. Therefore all the work needs to be done at the same time.

A Councillor commented that the Festival Hall Public Consultation had been the biggest of its kind with hundreds of responses from the public. The public gave their time and should be updated on the progress. Communication is key with the public and users and it was suggested that an update could be placed in the Petersfield Post and on Shine Radio. Members also agreed it would be helpful to have this information in the PTC Newsletter. Also relaying our frustration that it is not moving forward quickly.

It was suggested that the Working Party be reinstated for occasional meetings. The Town Clerk commented that a Working Party was for a set purpose to report on specific work which is now not suitable for RIBA 3. (RIBA 4 would be a good time to do this). In the meantime, it was agreed that updates will be provided at each Public Halls Meeting.

**Resolved under the Scheme of Delegation approved on 6<sup>th</sup> May 2021**

**That Festival Hall refurbishment updates be given at future Public Halls meetings.**

13. **Infrastructure Delivery Plan Review**

It was noted that this review was now three years old and the Festival Hall refurbishment was relatively low priority compared to some other projects (*see document D*).

The Town Clerk noted there were two items missing: the rigging system and the replacing of the Avenue Pavilion doors.

The 'scores' are dependent on deliverability and concerns about cost.

This plan was not easy to read and it was decided to defer this to the next meeting to give Members time to read the information properly.

**14. Utility Reports for April & May 2023**

Members reviewed and considered the Utility Reports for April and May 2023 (*see document E*).

**15. No confidential items.**

*The meeting finished at 7.27pm.*



### **Public Halls Advisory Group**

### **Scheme of Delegation Decision**

#### **Background**

Members will be aware that under the Scheme of Delegation approved by Council at its Annual Meeting on 19<sup>th</sup> May 2022 all decisions made between Advisory Group meetings require reporting to the next available meeting on the grounds of openness and transparency. To this end the following decisions have been made since the last Advisory Group meeting in June.

- The Deputy Halls Manager obtained a price from SRE Limited to complete an Energy Performance Certificate for Love Lane Pavilion at a cost of £1,174.30 which has been approved by the Chairman of the Public Halls Committee and Finance & General Purposes Committee. This is essential to complete for all of our public buildings and is now overdue.
- SRE Limited has also been approved to complete an Energy Performance Certificate (EPC) for the Town and Festival Hall at a cost of £4,259.30. The EPC Certificate for the Avenue Pavilion requires renewing in 2024.

Neil Hitch  
Town Clerk  
3rd July 2023



## PUBLIC HALLS MANAGER REPORT

For May 2023 Public Halls Committee Meeting

### Overview of team activities

#### **Festival Hall:**

-£35,100.00 (Max) Seats in rose room have been reupholstered , by a local company called Material Things.

I have also contacted other companies, for quotes for the tiered and racked seating in Festival Hall, without much success, due to the turnover time and location. But I have negotiated a price with Material Things, which is in my opinion is very reasonable. This is a matter of urgency, as we have exposed foam and are in breach of fire regulations. We also have had a regular hirer state they will not use the venue until this has been resolved.

I have contacted several companies, and they cannot meet our requirements, and have stated either too big a job, and can't meet the turn over time to remove seating without any disruption to any booked events.

On instruction from Neil, I have worked alongside Dee, from Valens Water. We have inspected all water points in Festival Hall, Town Hall, Avenue Pavilion, the Plump Duck, Heath Toilets, and Love Lane Pavilion and PTC allotments, for legionnaires risk assessment. Its ongoing and I have an appointment to complete the risk assessment with Valens Water in July.

All boilers in Town Hall and Festival Hall have been Gas Safe checked and certified safe. Gene was put out of service, as it had a fault, and was deemed unsafe. That has now been rectified and certified safe for use.

Stage Lifts have been inspected and has passed safety checks.

With one advisory, that there is a crack in one of the leg supports.

The safety checks on Town Hall/Festival Roof, has recommended we change the plastic safety chains as they are perishing.

Filled in some potholes around festival grounds.

EPC certificate for Mosaic, PS Financial, Boulter Mossman, Festival Hall and Town Hall, has been carried out and will await certificates. Done by SRE.

All CCTV at the Festival Hall has now been directed to the printer room upstairs and is all operational. All CCTV is now under contract with ASDC, Love Lane and Bell Hill and Avenue Pavilion, was under contract already, we have just added Town Hall/Festival Hall.

So just waiting for CCTV policy to be written up.

Meeting took place regarding Rigging with JC and members from hires of the festival Hall.

Awaiting new meeting to discuss outcome and to send any alterations to Stage Plan, if any.

Stage electrics booked in for PAT testing and safety checks to Festival Hall

#### **Love Lane:**

EPC for Love Lane has been carried out a certificate has been issued.

Problems with disabled toilet and has been replaced with a new unit.





New CCTV cameras have been fitted to skate park, via Love Lane. All CCTV at Love Lane serviced.

Electric shutter door in town juniors, was only opening halfway, so has been repaired by contractor Tekta.

**Avenue Pavilion:**

Door locking system has now been fixed and setup, with remote access from the town hall, on Reception and Gemma's computers. Also, upstairs in the printer room.

Gemma, Angela and I have been trained on the system and its now in operation.

Water issue caused all toilets to stop flushing, was a ball cock, in header tank, in loft, it has been replaced and now is working correctly.

All CCTV serviced and functional.

**Issues / recommendations / proposals:**

**Avenue Pavilion**

- £8.645 (Max): Decorating at the Avenue Pavilion has been discussed previously, and really does need addressing, as its looking very shabby.

-£7.218 (Max): Wooden doors into car park need replacing, and I recommend kitchen door needs to be replaced to. All doors should be aluminium to match the front and porch, they are more suitable for the amount of foot traffic.

I do have three quotes for this work to be carried out.

I have also noticed that the roof is in need of attention, there are many roof tiles broken and missing, and a store door to the side is peeling, delaminating. So is beyond repair.

**Festival Hall**

Meeting room kitchen in rose room is desperate for some paint, in festival hall.

The changing room corridor in festival hall is in urgent need of attention following the ongoing leak from the roof.

Rose room needs to be painted as there is a colour clash now that we have had the seats recovered to a slightly darker red.

All these recommendations can be carried out by halls staff. , when new jobs are appointed

Phil Swan  
Deputy Halls Manager



©

**Phil Swan**

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**From:** Andrew Pont <Andrew@materialthings.co.uk>  
**Sent:** 22 June 2023 13:53  
**To:** Phil Swan  
**Subject:** Re: Quotation

Afternoon Phil  
As discussed earlier  
To reupholster the chair but with yourself having chairs ready for collection and we will only deliver them back  
Each chair £90.00 plus vat  
Hope this is more satisfactory

Kind Regards,

Andrew Pont  
Re-upholstery department  
Material Things  
[www.materialthings.co.uk](http://www.materialthings.co.uk)

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**From:** Andrew Pont <Andrew@materialthings.co.uk>  
**Sent:** Wednesday, June 21, 2023 4:59:57 PM  
**To:** [assistanthalls@petersfield-tc.gov.uk](mailto:assistanthalls@petersfield-tc.gov.uk) <[assistanthalls@petersfield-tc.gov.uk](mailto:assistanthalls@petersfield-tc.gov.uk)>  
**Subject:** Fwd: Quotation

Kind Regards,

Andrew Pont  
Re-upholstery department  
Material Things  
[www.materialthings.co.uk](http://www.materialthings.co.uk)

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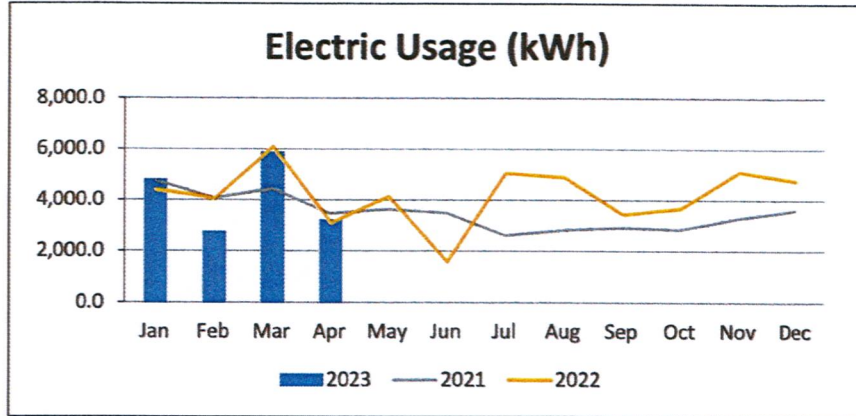


SITE	PROJECT	COMMITTEE	STATUS	ESTIMATED COST	FUNDING SOURCES	START TARGET DATE	COMMENTS	PNP	Criteria 1: Positive impact on the community (including different sections of the community)	Criteria 2: Land and visual appearance
The Avenue Pavilion/Playing Fields	Refurbishment of Pavilion to include new ceiling, windows, heating system, lights and toilets (aspirations to improve sustainability)	P	To Start	£ 150,000			Heating system currently adequate but only just. Building would benefit from greater fuel efficiency measures. Adopt an eco approach. To be re-considered when Festival Hall decision made. Budget request for new Kitchen 2020-21		4	
Festival Hall	Proposed extension to include kitchen, toilet facilities, relocation of sound and lighting desks plus office/rehearsal space, improved ventilation/air conditioning, replacement of boilers	P	RIBA 3	£ 8,600,000	PTC	2024	Current single storey extension provided as a temporary building over 40 years ago. Issues exist re water ingress as well as services beneath floor. Urgently needed facilities to provide a quality theatre/multi-purpose hall for community use with potential for operation as a professional venue		3	
Festival Hall	Sprinkler System Installation	P	??	£ 175,000			Desired as an addition to the Festival and Town Hall following the fire of 2008. Planned now in medium term		3	
Festival Hall	Double glazing to Rose Room, Changing Rooms and Offices	P	RIBA 3	£ 50,000		2024	Windows to Rose Room and commercial offices on first floor of Festival Hall are now barely weather proof. Redecoration has extended their life a bit. Needed as a priority.		3	
Festival Hall	Lowerable lighting bars and lights for theatrical purposes	P	RIBA 3	£ 70,000		2024	Requested by theatrical groups as an improvement to existing facilities to speed up set up and take down from shows as well as improve health & safety matters		3	
Festival Hall	Town Hall refurbishment	P	RIBA 3	£ 55,000		2024	Plans to refurbish ladies toilets in Town Hall as facilities now looking tired.		3	
Love Lane Playing Fields	Youth Facility Building	P	To Start?	£ 4,500,000	?	2025	Part of the vision from Neighbourhood Plan. Any re-structuring of the existing Pavilion would be intended to be incorporated within the new building footprint if possible. Provision of facility is seen as being a long term aim. Dependant on Community Centre move	CP2 & CP3 - Long term aspiration	4	

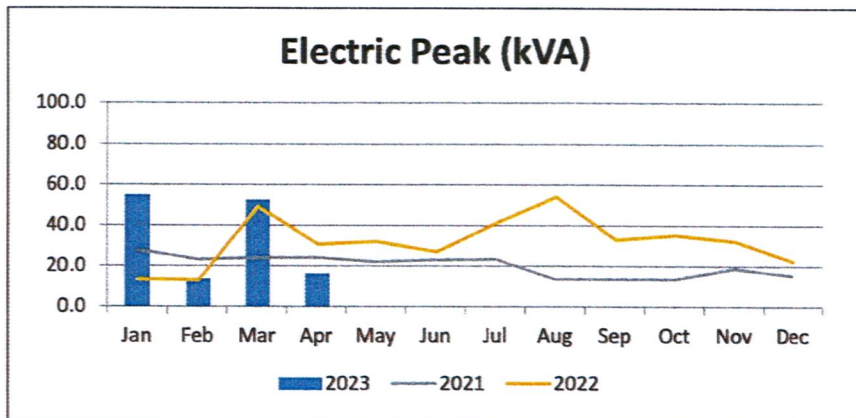
# Petersfield Town Council Auditel Monthly Utility Report – April 2023

## 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.

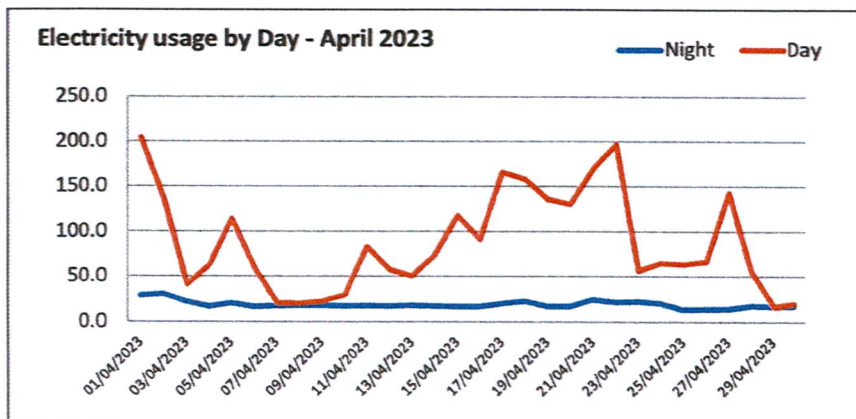


Usage was up 4% against the same month a year ago.



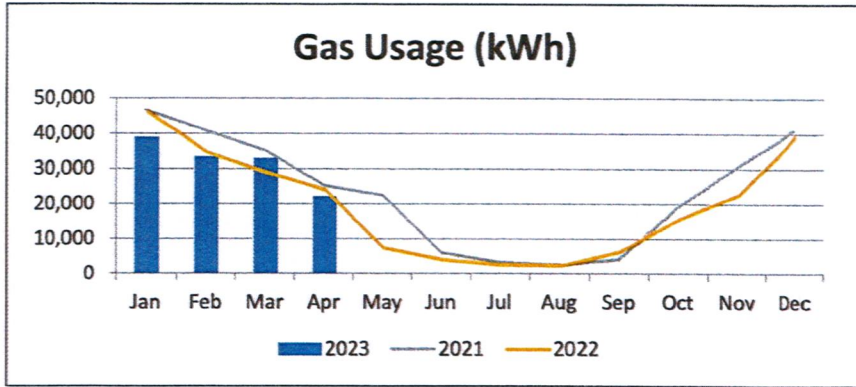
100 kVA Available Capacity

Peak demand was 16.2 kVA in April of the 100 kVA capacity available. Down 47% on the same month last year.

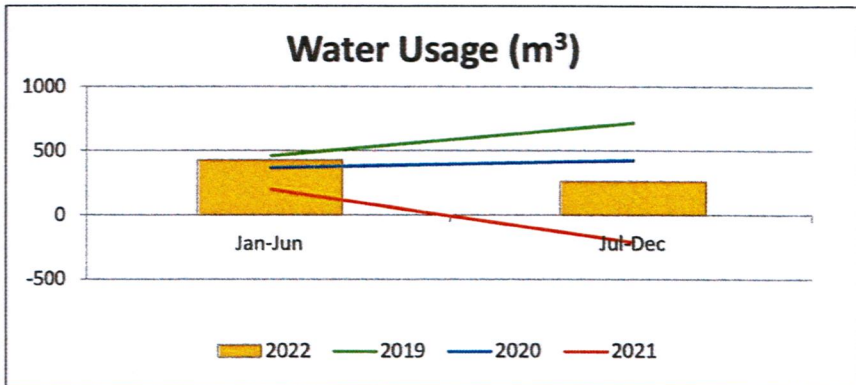


Day and Night kWh usages for this month.

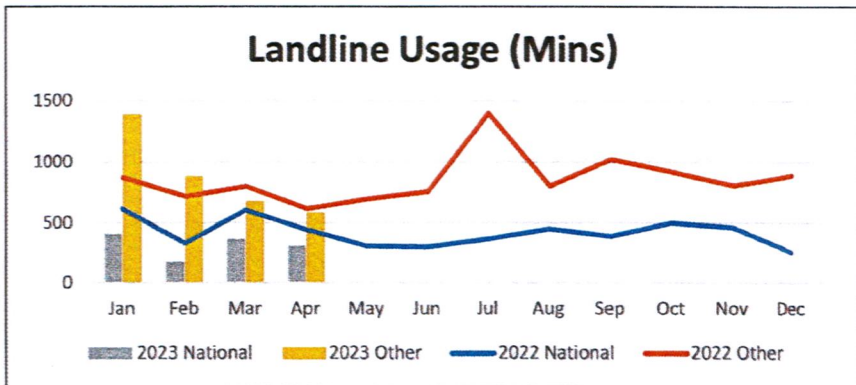




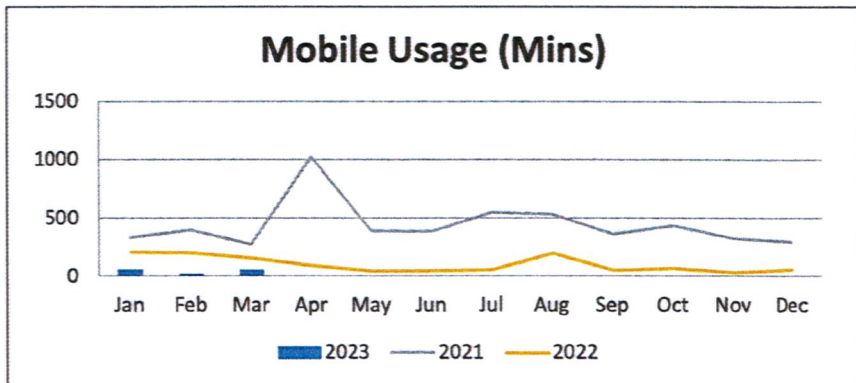
Gas usage was down 8% against the same month a year ago.



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 31%. Other call types, i.e. to mobiles were down 5% against the same period last year.

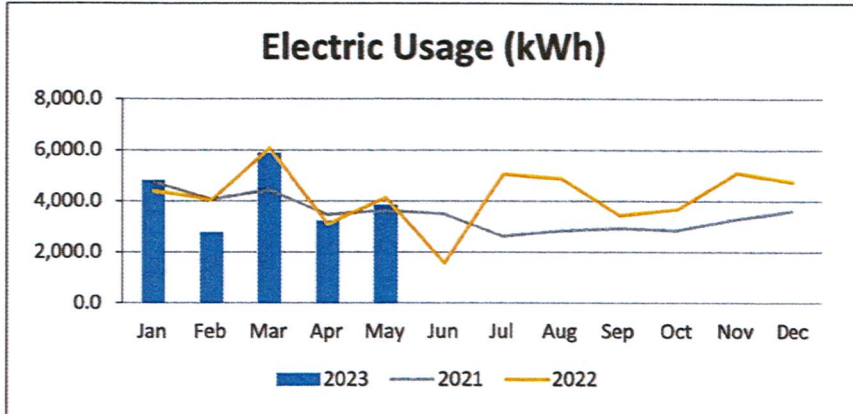


Mobile usage was down 63% against **March** last year. No additional call / data charges were incurred.

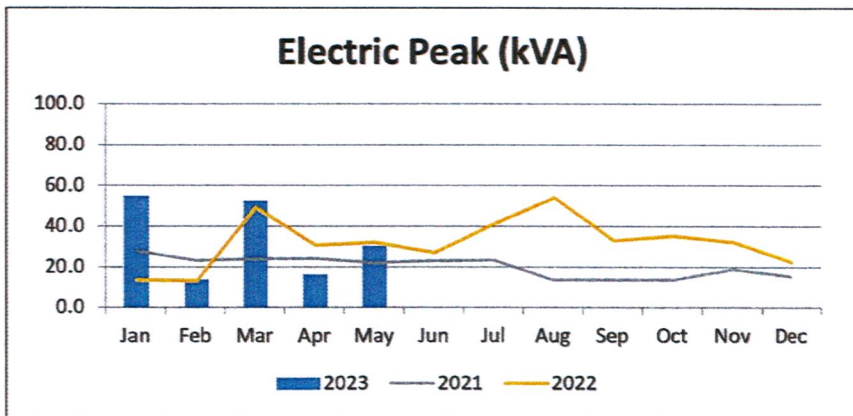
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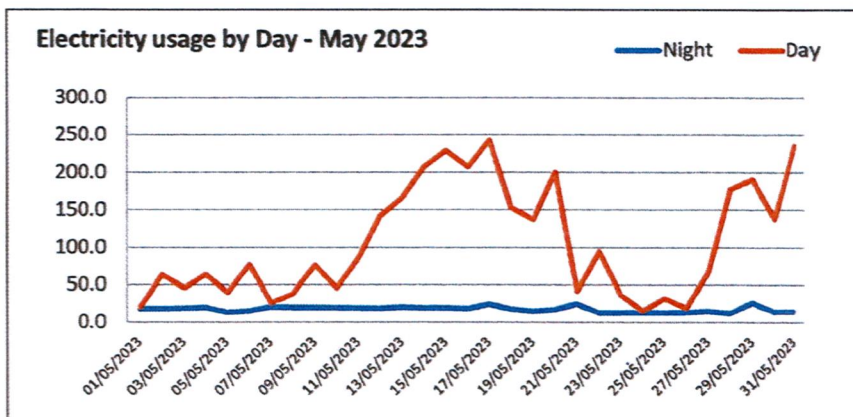


Usage was down 7% against the same month a year ago.

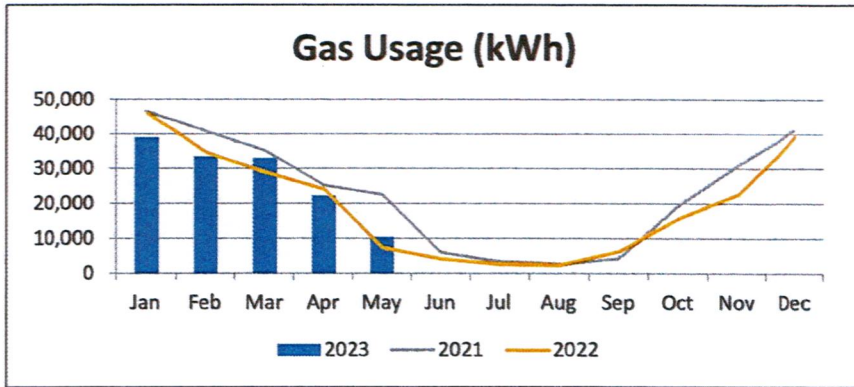


100 kVA Available Capacity

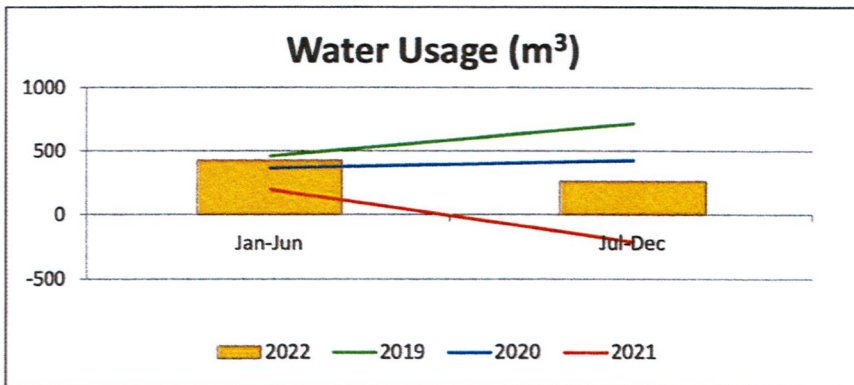
Peak demand was 30.2 kVA in May of the 100 kVA capacity available. Down 6% on the same month last year.



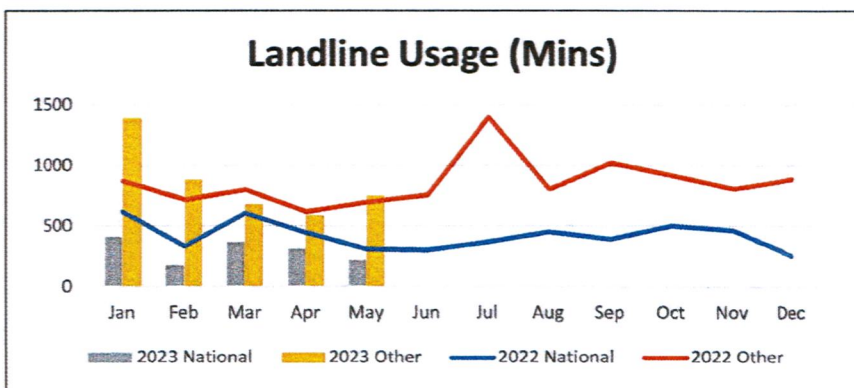
Day and Night kWh usages for this month.



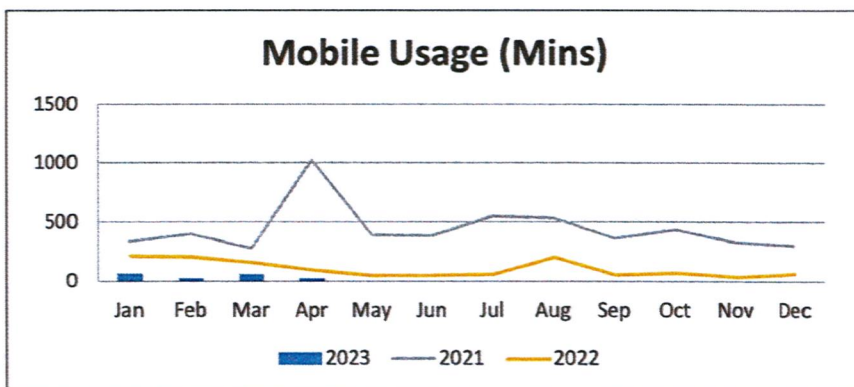
Gas usage was up 40% against the same month a year ago.



Water usage was down during the second half of 2022/23, returning 261 m<sup>3</sup>. 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 29%. Other call types, i.e, to mobiles were up 7% against the same period last year.



Mobile usage was down 76% against April last year. No additional call / data charges were incurred.