Silsden Town Hall Steering Group

Minutes of Steering Group Meeting 15th May 2013

Meeting held at Silsden Town Hall 17:00

Attendees:

Councillor Mallinson – Ward Councillor Mandy Webb – Libraries Mark Davies – Public Halls Nigel Gillatt – Estate Management (Project Lead) Stephanie Moore – Estate Manager (Chair) John Peet – Community Representative

Apologies: Steve Grisag – Accessibility Officer Elizabeth Phillips – Building User Jackie Kitwood - Libraries Noreen Ahmed – Keighley Neighbourhood Office Bob Evans – Facilities Management

No.	Item	Actions
1	Mandy Webb from the Library Service introduced herself.	
2	Nigel informed the group that the Planning Panel had deferred the decision on the ramp and fire escape until their June meeting.	
3	 The scheme: The ground floor letting room is not to be further sub- divided other than the lift and fire corridor. Cupboards for storage are to be added in the space behind the lift. Libraries require storage for laptops. Mandy is going to investigate if there are surplus display cabinets at another library that can be used by the heritage group and mounted in the hallway as part of a local history resource. A fire-proof serving hatch is to be installed between the kitchen and the ground floor rear letting room. Mandy requested some kind of movable screening in the rear letting room that can be used when people have confidential work. Nigel has ordered the ICT, Lin Cartwright is the ICT contact, the Service Request number is SR02180011, Mandy is going to liaise directly with ICT regarding the libraries requirements and funding from external grants for connectivity improvements in libraries. Hard wired network points are to be included in the scheme as well as wireless access. 	MW

	 No partition is going to be installed in the ground floor front letting room as a ground floor track would be a hazard to dancers etc and a wheeled system would not create a sufficient acoustic barrier. A folding partition is to be installed between the bar and main hall. Following discussions with the Vicar, possible ramped access to the first floor through the church yard is not to be pursued at this time. This is because of the potential cost and disturbance to consecrated round. The Christmas Lights can remain in the cellar. The Council has now agreed to store the Town Council Chamber furniture in its museum store. A detailed priced specification of the stage, lighting and sound is to be prepared to ensure it is fit for purpose and provides flexibility. This is to include three gantries and wiring to socket where a sound system desk can be plugged in at the rear of the room. Mark is to liaise with John to help develop this. The possibility of leaving part of the temporary 	MD/JP
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	and sound is to be prepared to ensure it is fit for	MD/JP
	system desk can be plugged in at the rear of the	
	room. Mark is to liaise with John to help develop this.	
	demountable stage in-situ most of the time is to be	
	investigated so that this can be used for dance instruction etc.	
	• To align with other public halls it is proposed that the	
	main hall will be closed to other users for a few days, no more than twice a year, to allow theatrical	
	productions to take place.	
	• Curtain rails (and curtains budget permitting) are to	
	be provided along the front edge of the stage line and at the rear to allow access to the stage from both	
	wings.	
	• The stage will not impede the fire exit.	
	 The library will be open the same as the existing library i.e. 30.5 hours a week and will operate with 	
	one librarian if other users are in the building or with	
	two librarians if there are the sole persons in the	
	building.The library will be able to operate on a self service	
	basis out of staffed hours. It is hoped that book	
	groups who use the library and other resources will	
	support this.The semi-glazed doors at the bottom of the stairs are	
	to be moved to the entrance door side and be on a	
	pac type system to provide security. A pac type	
	system is to be added to the front letting room door to the hallway.	
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 Facilities Management are to provide the rationale to the 'dog leg' in the fire route down a new corridor in the kitchen. The downstairs toilet off the kitchen is to be removed so the space can be used for storage. A domestic style kitchen is to be fitted with base and wall cupboards, the plan of which will be brought to this meeting for approval. The kitchen will have sufficient electric points and worktop space to enable it to be used by outside caterers. The skitchen will have sufficient electric points and worktop space to enable it to be used by outside caterers. The existing bar and canopy shutters are to be removed and replaced with storage cupboards on recessed side wall, and a kitchen sink unit and base unit with worktop on the back wall. Collapsible tables will be used for the bar serving area. Nigel to check that this specification meets mobile bar providers requirements. Libraries are prepared to be on a board of users/friends of group that will have an increased say in the future running of the hall. Facilities Management are to get a price for mirrors on the side wall of the main hall (where the existing stage is to be removed from). The possibility of CCTV in the entrance/library, linked into the Council's centrally monitored system is to be investigated. Amended Timetable: To allow for the delay in attaining Planning Permission and for other unscheduled delays that may be brought about due to circumstances beyond the Council's control the start date is to be put back until the 16th September 2013 with an anticipated completion date of 13th December 2013 with an anticipated completion date of 13th December 2013 at 17:00 in Silsden Town Hall Amendment to previous minutes: In the interests of clarity the Town Council has suggested that the previous minutes should be amended. The following amendments have been drafted by Estate			
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Council itself.	
Some other Town and Parish Council's occupy	
dedicated Council owned space e.g. Denholme Parish Council. As the existing Town Council	
Chamber space is required for the library, Silsden	
Town Council will need to work flexibly. This will help to support the long term viability of the Town Hall as a	
community building in the heart of Silsden.	