

## Silsden Town Hall Steering Group

2013

### Minutes of Steering Group Meeting 21<sup>st</sup> March 2012

Meeting held at Keighley Neighbourhood Office 17:00

#### Attendees:

Councillor Mallinson – Ward Councillor  
Jackie Kitwood – Libraries  
Mark Davies – Public Halls  
Steve Grisag – Accessibility Officer  
Michael O'Dwyer – Town Council Observer/Accessibility Interest  
Noreen Ahmed – Keighley Neighbourhood Office  
Nigel Gillatt – Estate Management (Project Lead)  
Stephanie Moore – Estate Manager (Chair)  
Julian Chancellor – Facilities Management  
John Peet – Community Representative

No.	Item	Actions
1	Introduction Brief comment of the Project and round table introduction by Group Members	
2	Steering Group Composition Group invited to represent a cross section of interested parties to collect ideas comments views from users and the community to provide overarching guidance and coordination for the scheme, this feeds into the Property Enablement Board. Disappointment expressed that the Town Council did not attend since even though they may not agree with all aspects of the scheme, if they do not attend their opinions cannot be taken into account. No response has been received from the Majorettes so consideration is to be given to inviting another existing user has an alternative.	
3	Draft terms of reference document shared with the group setting out its purpose and responsibilities. The Steering Group is not just overseeing the refurbishment of the hall but the transition of its management to more local community control. The Council will continue to be responsible for the building unless a community asset transfer is requested but the local community is being invited to take a more active role involvement in the day to day running	
4	The scheme NG set went through the latest copy of the draft plan of the scheme on room by room basis	

- The Town Council Chamber to be converted into a library, the Council will continue to provide space to the Town Council for their use of the hall on block booking basis. The library will be available as a self service
- Considering an extra set of doors between the stairs and the front door to add security, moving the door to the downstairs front from to the secure side of the doors.
- Considered the ground floor toilets, access to the disabled toilet, its specification. Consideration is to be given to make this a unisex toilet, further investigation is to the 'law on this and the practicalities. If ground floor toilet provision is made unisex this would free up some space which could be used for storage, which the building is short of, and is attractive to users who can leave equipment at the venue.
- The cellar is not suitable for storage due to the steep stairs accessing it.
- The lift position gives the greatest flexibility to the building.
- There is no need for a managers office as any staff could use alternative space e.g. library space.
- Move the stud wall next to the lift to create a larger back meeting room.
- It is proposed to re-fit the kitchen, but the budget will not be sufficient to install a full commercial kitchen therefore it is planned to refit with provision for drinks, basic cold foods and worktops with high specification electrics suitable for use by outside caterers.
- Currently investigating the dumb waiter as this will assist if the upstairs hall is to be used for a catered function.
- Create a folding wall between the front letting rooms.
- The existing bar is to be removed and further consideration is to take place on its replacement. Which also needs to be suitable for serving hot drinks.
- Relocate the stage to the other end of the hall, this will allow ground floor meeting rooms to be accessed as changing rooms.
- The stage needs to be of a size that leaves sufficient space for the indoor bowling. Consideration is to be given to a removable or folding stage.
- Ideally a light rig would be included in the scheme but this may be cost prohibitive, the scheme will at a minimum include electrics for the rig and cabling for a removable sound desk at the rear of the room.
- A side meeting is to be arranged at the hall to discuss

	<p>the stage specification etc</p> <ul style="list-style-type: none"> <li>• Externally the road is to be lifted to pavement height, and a ramp fitted. The access cover to the chambers will be lifted.</li> <li>• Concern expressed over the turning circle for mobility scooters coming off the pedestrian crossing. It was suggested to move the crossing but this would be cost prohibitive within the scope of the scheme.</li> <li>• The fire escape to be changed with a u-turn in it to point persons to the fire route.</li> <li>• A right of emergency egress has been agreed with the Skipton Building Society onto their rear car park overcoming the need to the narrow alley between the buildings.</li> <li>• Town Hall to be branded 'Silsden'</li> <li>• Displays are to be installed reflecting the history of Silsden.</li> <li>• Discussed that the budget may not be sufficient for all of the 'extras', the community are to be encouraged to seek alternative funding for bar fittings, lighting rig and other fittings. The scheme will ensure the building envelope refurbished and leave the building so that works a community hall.</li> <li>• The front windows are to be refurbished not replaced, the window boxes will be removed as these are causing rot in the windows. The community could consider hanging baskets as a floral replacement for the window boxes.</li> </ul>	
5	<p>Any Other Business</p> <ul style="list-style-type: none"> <li>• Public consultation to take place next week on 27<sup>th</sup> between 3:00pm and 7:00pm at Silsden Town Hall.</li> <li>• Consultation advertised in the local press and also publicised Project Managers contact details</li> <li>• Programme plan is aiming to start on-site at the end of May 2013.</li> <li>• Date of the next meeting agreed as Wednesday 17<sup>th</sup> April at 5:00 pm at Neighbourhoods Office*. It is envisaged that the group will be able to agree that there is sufficient details agreed for the scheme to proceed and materials ordered, subject to agreeing details and finishes etc</li> <li>• Project Manager to report back findings from the consultation.</li> <li>• Facilities Management to redraw the plans to reflect suggested changes.</li> <li>• The Steering Group will consider the budget and any</li> </ul>	<p>* where is this?</p>

	<p>alterations to the scheme that may be required to meet the budget</p> <ul style="list-style-type: none"><li>• Date of the meeting after that is 15<sup>th</sup> May the venue is to be agreed as it was thought it may be useful to meet at the Town Hall to look at specific building details.</li></ul>	
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