

Silsden Town Hall Steering Group

Minutes of Steering Group Meeting 17th April 2013

Meeting held at Keighley Neighbourhood Office 17:00

Attendees:

Councillor Mallinson – Ward Councillor
Jackie Kitwood – Libraries
Mark Davies – Public Halls
Steve Grisag – Accessibility Officer
Noreen Ahmed – Keighley Neighbourhood Office
Nigel Gillatt – Estate Management (Project Lead)
Stephanie Moore – Estate Manager (Chair)
Bob Evans – Facilities Management
John Peet – Community Representative
Elizabeth Phillips – Building User

No.	Item	Actions
1	Introduction	
2	Round the table introductions	
3	It was felt that the consultation had been a success and that it had reached a cross-section of building users and residents who took a genuine interest in the scheme, most of whom were supportive of it once they attained a better understanding. The attached document summarises the relevant premises related issues raised and how Estate Management propose that these are resolved.	
4	<p>An individual raised a specific request that her issues were raised and alternative proposals be reconsidered by the Group. These were put forward and discussed by the Group who overwhelmingly felt that it is their remit to deliver a refurbished Town Hall (and a transition to where there is greater community involvement in its running). Alternative schemes have been considered but dismissed for various reasons.</p> <p>The attached documents include the issues raised and the responses to these.</p> <p>In addition, the Council has met with a representative from the Town Council accompanied by a member of the public to discuss the library and Wesley Place land and buildings. It was agreed that valuations of these sites would be undertaken and complete by the end of May.</p>	

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The Scheme:

- Ground floor rear letting room. A fire corridor is required and will remain. The original proposed dividing wall is to be removed to create one large room and a feasibility is to be undertaken for the provision of built in storage at the rear.
- Ground floor front letting room. Concerns were highlighted at the consultation that the proposed dividing wall would require a floor track that could cause problems to user groups. Whilst an alternative system could be provided, on balance it was felt that due to acoustics it was probable that the two rooms would not be utilised simultaneously.
All agreed to remove the dividing wall from the scheme.
- 1st Floor Ballroom. Assurance was given that the sprung floor in the ballroom was not to be replaced.
- 1st Floor. It is proposed that a dividing/moveable partition be installed to separate the two letting rooms upstairs.
It was agreed that existing users would not have to pay a premium to use the two rooms together, if they are using the space as one area with the partition open currently.
- Heating. The building has a new boiler. The works will include refurbishment of radiators etc to ensure that valves work etc to improve heating control throughout the building.
- Storage. Debate took place as to how much storage should be available to users and the Council's obligation to provide this. Due to the location of hall and difficulties loading/unloading, it was felt that there should provision for users but this should not impinge on the halls flexibility.
It was confirmed that Council policy in Halls is to assess storage requests from new users and allocate if available. It is not Council policy to provide storage space for Users of Halls generally.
- W.C.s A suggestion was made to have unisex toilets to reduce provision in order to create additional storage space.
It was confirmed that a reduction in provision would impact upon user occupation.
All agreed no change to the existing proposal.
- Serving Hatch. The cost of a hatch between the kitchen and back letting room is estimated as part of the design plans.

	<ul style="list-style-type: none"> • <u>External Ramp.</u> Concern was expressed over the width of the ramp at the front of the building when the minimum width of pavement of 1500mm was left. The ramp will be approximately 1200mm wide with 1500mm turning areas. This meets minimum legal standards. It was confirmed that this would not meet the needs of a Class 3 scooter (note: class 3 scooters are not designed to go into buildings or on public transport). Discussed locations for parking smaller scooters in the hall. Agreed this would require local management as and when required. • <u>First Floor Access.</u> It was requested that Estates Management with neighbours of the Hall the possibility of level access into the first floor of the building. • <u>Stage.</u> It was proposed by the User Group Member that the provision of a stage be removed from the draft scheme to save costs. These can initially be hired for productions. Fundraising to take place to acquire in the future. • <u>Lighting.</u> The scheme will include the wiring for a modern sound and light system and two lighting gantries. If costs allow it will include some basic lights that can be added to at a later date by users fund raising. • <u>Alternative User Group Venues.</u> It was reported that local schools were unable to offer interim accommodation to user groups. Estates Management to liaise with Children's Services. • <u>Town Council Furniture.</u> Regrettably the Town Council's furniture will not be accommodated as part of the scheme as it is important that space is used flexibly. <p>The Town Council had indicated that they were willing to move to using generic space when consultation started on the scheme in November 2011 accepting the need to access the current room to refurbish.</p> <p>The meeting was informed that other Town Council's hold their meetings generically and do not have dedicated space.</p>	
6	<p>The cost estimates indicate that the scheme is approximately on budget of £300,000. A break down of the costs are attached.</p> <p>Facilities Management are to take the opportunity to do additional priority one works that are within its works programme whilst the hall is closed. This will cause less disruption to users and save money e.g. through the dual</p>	

	<p>use of scaffolding for window refurbishment and roof replacement, re-wiring before redecoration etc.</p> <p>The budget does not include the ICT costs but does include a large contingency. Airedale Partnership are to be approached to determine if they are willing to contribute to the ICT costs. This will include wifi throughout the building which is considered a technological must. How this will be delivered is still being considered.</p>	
7	<p>A revised project timetable has been created (see attachment) to allow for planning and other permissions to be attained. The provisional date for the commencement of works is the 29th July. It is hoped that setting a realistic date will assist users with planning their business continuity during the temporary shut down period.</p>	
8	<p>Any Other Business:</p> <ul style="list-style-type: none"> • The Silver Stompers are not satisfied that enough is being done by the Council to help them and other users with provision of alternative premises. • The Heritage Group would like to create a local history resource in the hall and would like to store/display memorabilia at the premises. • The provision of a wall hung display cabinet in the front entrance way is to be considered. Concern was expressed though that this may impede disabled users. • The library will have a copier/printer. This is not normally free to users but an arrangement may be able to be made for the Heritage or other Groups. • A feature on the improvements and their community benefits is to be written for the next Community Pride News letter. • Snagging is initially completed by Facilities Management who hand over the premises to Estates Management. • The Cricket Club have told users that no one from the Town Hall will be accommodated by them during the temporary close down. • Overview of items discussed and raised: <ul style="list-style-type: none"> ○ Flexibility/generic operational space ○ Sprung floor ○ Sound proofing ○ W.C.s ○ DDA ○ Size of the Library ○ Serving hatch. ○ Externals of meetings 	

	o Public relations.	
	The date of next meeting is Wednesday the 15 th of May 2013 at 17:00 in Silsden Town Hall	