

## Silsden Town Hall Steering Group

### Minutes of Steering Group Meeting 26th June 2013

Meeting held at Silsden Town Hall 17:00

**Attendees:**

Councillor Mallinson – Ward Councillor  
 Mandy Webb – Libraries  
 Niki Joseph – Public Halls  
 Nigel Gillatt – Estate Management (Project Lead)  
 Stephanie Moore – Estate Manager (Chair)  
 John Peet – Community Representative  
 Steve Grisag – Accessibility Officer

**Apologies:**

Elizabeth Phillips – Building User  
 Jackie Kitwood - Libraries  
 Noreen Ahmed – Keighley Neighbourhood Office  
 Bob Evans – Facilities Management

No.	Item	Actions
1	Around table introductions.	
2	NG Confirmed that planning consent has been granted on 21 <sup>st</sup> June 2013. Consent is still required for the closure of the part of the highway beneath the ramp before work upon it can commence, and approval to alterations to the highway. It is considered that any objections to these can be 'managed' so work in now able to commence 'at risk'.	
3	The Scheme:	
a.	John Peet is to attain volumetric data upon the display and storage requirements for a Silsden History Resource.	JP
b.	The rear ground floor letting room is not to be sub-divided. Agreed to review once the storage requirements are better understood.	
c.	A location needs to be agreed for the location of a multi-functional device (copier/scanner/printer). This would be made available to other premises users who would be allocated their own access codes. A policy/charging structure will be introduced to ensure that this is sustainable.	
d.	Libraries are to meet with Facilities Management to agree a space plan for the library space.	MW/BE
e.	ICT have provided a quote for the works, this is being	NG

	checked with information received from libraries.	
f.	The ICT quote did not include wifi, which is being funded by a wider Council initiative. Cllr Mallinson to contact Project lead to ensure availability for the re-opening of the hall.	AM
g.	A smart board for the ground floor rear meeting room was discussed., Possibility of additional funding through the Area Coordinators office is to be investigated.	NA
h.	The proposed kitchen layout was agreed in principle subject to minor amendments. <ul style="list-style-type: none"> <li>• The illustrations, attached, show an under-counter dishwasher but there is to be no provision of a dish washer.</li> <li>• The areas beneath the low level sink must be kept clear of obstruction so it remains accessible to wheel chair users.</li> <li>• It was noted that there was no provision for space for a bin, this is to be reconsidered.</li> </ul>	
i.	It was agreed that the bar be removed. The drawings are to be revised to show a line of base units along the wall behind the bar this is to include a sink and a power supply so that the area is suitable for the provision of a mobile bar when events are held at the hall.	BE
j.	The seats around the perimeter of the existing bar are to be removed and not replaced.	
k.	Laminate flooring to be used in the bar area to provide greater flexibility/usage of space..	
l.	Mirrors and dance rail on the wall behind the existing stage will only be provided if this can be provided within the budget, or additional funding can be attained.	
m.	Quotes for a sound and light rig are expected to be returned imminently; this includes a virtual control room, curtains, light rig etc. additional funding is required to meet all the aspirations.	MD
n.	The scheme had no need to include a stage as this can be hired if productions are to take place.	
o.	It was suggested that a secondary p.a. be included in the scheme so that the speakers can be used by all users who require sound.	
p.	A row of cupboards are to be built in or acquired and fixed to	

	the wall in the shadow of the pillar where the stage is being removed from.	
q.	Agreed that the hall should be branded 'Silsden' rather than in CBMDC Corporate Colours. Any signage to have tonal qualities to provide for persons with impaired vision. SG is to agree signage etc before it is commissioned.	SG
r.	The branding of the library will be in strong colours to match other similar libraries.	
s.	The budget for the scheme is fully committed. Opportunities to divert additional funds to the scheme are being considered, to provide some of the finishing touches that will enhance the project.	
t.	General Emergency Evacuation Plans GEEP's and Personal Emergency Evacuation Plans PEEP's are required to ensure safe evacuation from the premises prior to the premises re-opening after refurbishment.	
4	Works on the exterior are to commence on week commencing 1 <sup>st</sup> July. This will not affect the internal use of the hall. The hall will close after Gala Day on the 29 <sup>th</sup> July 2013. It will be closed for a period of 13 weeks and will re-open on Monday 28 <sup>th</sup> of October 2013.	
5	The future management/running of the hall is to be considered at a later meeting when draft documentation will be produced showing the potential governance and roles and responsibilities.	
6	A.O.B Date of next meeting 24 <sup>th</sup> July 2013, to enable the Steering Group to consider any last minute details at the premises prior to their closure.	