

MEMBERS INFORMATION NOTE

Hitchin Town Hall/North Hertfordshire Museum

Following Council's decision on 11th November 2010 to proceed with the Hitchin Initiative sponsored 'Community' proposal for Hitchin Town Hall and the Museum intensive work has been undertaken to ensure that the tight deadlines for the Initiative's application for financial support are met. This has involved the appointment of Buttress Fuller Williams Allsop to develop the design proposals to planning application stage and secure planning and listed building consent for the scheme prior to 31st March 2011. A project plan outlining the key stages in the short term is reproduced below:

	Programme															
	29-Nov-10	06-Dec-10	13-Dec-10	20-Dec-10	27-Dec-10	03-Jan-11	10-Jan-11	17-Jan-11	24-Jan-11	31-Jan-11	07-Feb-11	14-Feb-11	21-Feb-11	28-Feb-11	07-Mar-11	14-Mar-11
Appointment of Design Team																
Briefing Meeting																
Initial Consultation with Planners																
Develop Sketch Design																
Meeting with Client Team																
Refine Design Proposals																
Stage C Cost Plan																
RIBA Stage C 'Sign Off'																
Develop Stage D Design Proposals																
Second Pre Application Consultation																
Finalise Stage D Drawings																
Prepare PPs 5 Statements																
Stage D Cost Plan																
Stage D Sign Off																
Submit for Planning/LBC																
Deliberation Period (8 weeks)																

Project Board & Governance Arrangements

The Museums Project Board has been reconvened and will meet on 20th December 2010. The Board will be joined by Morag Norgan, a Director of Hitchin Initiative, and is led by John Robinson as Project Executive. The Board's responsibilities include advising the Project Executive on delivering the broader Museums Improvement Plan and it provides the primary project governance arrangement for NHDC. The Board is supported by a number of Project Teams which are currently being established and which involve NHDC officers, Hitchin Initiative representatives and stakeholders from the Arts Museums Heritage Forum.

Hitchin Gymnasium and Workman's Hall Trust

A meeting is currently being arranged to formally present the proposals for Hitchin Town Hall and the Gymnasium to the Cabinet Sub Committee (Hitchin Gymnasium and Workman's Hall Trust) for the Trust's initial consideration. Officers are supporting the Sub Committee to test whether the proposals meet a Charity Commission 'Public Benefit Test' as part of a dialogue with the Charity Commissioners to determine whether this would be an appropriate way for the Trust to meet it's objectives in the future. In parallel with this, work is ongoing for the

Trust to register its interest in the land and formally re-register with the Charity Commission – all precursors to the Trust entering in to a formal agreement with NHDC.

Next Steps

Work is now proceeding to firm up the longer term project plan for construction and fit out works. Hitchin Initiative expect to receive details in mid January as to whether they have been successful in their application for financial support to the Community Builders Fund and, following this, it is envisaged that arrangements to appoint architects for the second stage of the project will commence.

	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
Appoint Supervising Architect																											
Working Drawings Completed																											
Tender Documents Produced																											
OJEU Notice for Main Contract Works																											
Evaluation of Expressions of Interest																											
Tender Main Contract																											
Start on Site - Main Contract Works																											
Exhibition Fitout - Start																											
Final Fitout and Object Installation																											
Public Opening																											

Regular communications will be re-established with the various stakeholder groups, staff, the public and Members via MIS, press releases and ad-hoc meetings and newsletters.

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