



# Hitchin Town Hall/North Hertfordshire Museum Project Board

Minutes of Project Board Meeting held at North Herts District Council Offices

**25<sup>th</sup> April 2012**

---

Present: Councillor Tricia Cowley, David Leal Bennett (HTH Ltd), Brent Smith (Technical Advisor, HTH Ltd), John Robinson Strategic Director Customer (Project Executive), Vaughan Watson, Head of Leisure & Environmental Services (Deputy Project Executive), Ros Allwood (Project Advisor), Sharon Nahal (Notes)

Apologies: Rosemary Read (Technical Advisor, HTCI),

Circulation: Those present, Rosemary Read, NHDC Officer Group

---

## **1. Introduction**

JR advised that the purpose of the meeting was for in essence, Project Board to note progress to date, to provide an update on the component parts of the Council report scheduled for 10<sup>th</sup> May 2012 and to note that there will be a confidential Part 2 report considered too. It was noted that in some respects, the i.e the guarantees/ indemnities would need to be referred back to Council should these not be resolved with Futurebuilders before 10<sup>th</sup> May.

## **2. Minutes of the Last Meeting**

### **Project Plan Exceptions**

It was noted that an updated version of the project plan would be included in the Part 1 report to Council.

### **Charitable Trust**

JR requested an update on the position in terms of attaining charitable status. DLB advised that documentation was completed and would be shortly despatched to Companies House. JR confirmed that the legal documentation had been developed on Hitchin Town Hall Ltd acting as a charity and that if this was not awarded, the documentation would have to be drafting once more to take this in to account.

Action: Note

The minutes of the meeting were otherwise agreed.

## **3. Highlight Report No 1**

JR introduced the highlight report for the project and it was noted that in relation to the schedule status, this was being developed further to incorporate the Museums, Halls and Hitchin Town Hall Ltd's implementation plans.

In terms of the task outstanding, JR advised that if Council decided to proceed with this project, arrangements would be made to appoint the Supervising Architect after this.

Action: Note

In terms of approval for legal documentation, JR advised that our legal team were shortly due to respond to Futurebuilders latest request and that this would be forwarded to via David Morgan. It was noted that there may be further delays with legal paperwork due to David Morgan be away from the office next week. It was requested that Hitchin Town Hall Ltd speak with their case officer to ascertain whether any further clarification could be provided and anything else Futurebuilders may require.

Action: DLB

### **Project Issues**

The Project Board were advised that procurement of the Supervising Architect, VAT liability, Hitchin Town Hall Ltd's Memorandum & Articles of Association and confirmation that OJEU for construction phase of the project was not required had now all been resolved.

In terms of ongoing issues, it was noted that these were around:

- Approval of legal documentation,
- TUPE
- Mobilisation Plan – which has been received that day
- Project Timeline i.e current estimated completion date June 2014
- Futurebuilders Guarantees/Indemnities

These would be covered in the report to Council on 10<sup>th</sup> May 2012

In addition to this, it was noted that disposal of the current Hitchin and Letchworth Museums was now with the Council's Asset Management Group as the building were surplus to requirements.

Action: Note

### **Products Due at the Next Stage**

This products due at the next stage were noted and JR advised that this would be included within the report to Council.

JR also advised that a series of stakeholder briefings would be arranged as follows:

- Member Briefing 10<sup>th</sup> May 10.00 am
- Arts, Museums & Heritage Forum & Stakeholders 10<sup>th</sup> May 11.30 am

It was requested that Hitchin Town Hall Ltd representatives attend the Member briefing for the first 30 minutes for discussion on Part 1 of the Council report. They would then be asked to leave so that Members could be briefed on the confidential Part 2 report.

Action: Note

#### **4. Risk Log**

The Risk Log was noted and it was agreed that this not be considered in detail until Council had made a decision.

#### **4. Date of Future Meeting**

Dates would be arranged once Council had made a decision.

John Robinson  
**Strategic Director Customer Services**

26<sup>th</sup> April 2012