

CONFIDENTIAL

NORTH HERTFORDSHIRE DISTRICT COUNCIL

**Bullet Points of Meeting for
Hitchin Town Hall – Design Review**
Held on: Monday 17th December 2012
11:30am

Location: John Robinson's Office - District Council Offices

Present

Name	Initials	Company	Initails
John Robinson	JR	North Hertfordshire District Council	NHDC
Ros Allwood	RA	North Hertfordshire District Council	NHDC
Ian Davis	ID	North Hertfordshire District Council	NHDC
Keith Gayner	KG	North Hertfordshire District Council	NHDC
Brent Smith	BS	Hitchin Town Hall Ltd	HTHL
David Leal-Bennett	DLB	Hitchin Town Hall Ltd	HTHL
Rosemary Read	RD	Hitchin Town Hall Ltd	HTHL
Morag Norgan	MN	Hitchin Town Hall Ltd	HTHL
Neal Charlton	NC	Buttress Fuller Alsop Williams	BFAW

Apologies

Vaughan Watson
Steve Crowley

1.0 Project Board Meeting (17.12.12)

- 1.1 JR reported the project was back on track following a successful Project Board Meeting. One of the key actions arising from the meeting centred on obtaining copies of relevant lease plans to identify access rights post completion.
- 1.2 JR handed over to NC to run through the design drawings to highlight the areas where minor alterations have been made.

2.0 Progress

- 2.1 NC confirmed that BFAW have now produced hundreds of drawings and should any members of the team wish to see the designs in more detail at any stage he would be happy to issue the appropriate drawings.
- 2.2 Since the initial Design Review meeting on 3rd October 2012 NC stated there had been minor changes to the drawings from the planning consent stage and the changes agreed at the design team meeting on the 3rd October 2012 had now been incorporated into the current set of drawings.
- 2.3 NC emphasised that during the next phase it is vital that officers and key stakeholders start to agree colour schemes, fittings and finishes.

- 2.4 JR stated to develop stakeholder engagement a meeting had been arranged for the 16th January 2012 with the Arts, Museum and Heritage Forum to help progress the design details and quality assurance. Further regular meetings will be scheduled.

3.0 Ground Floor Plan

3.1 Kitchen

Design change; floor level set to achieve connections. Levels through to the museum side of the building now work.

BS reminded NC that he had requested steps leading off the cold store. NC to action.

3.2 Basement

NC advised entrance into basement changed to provide sufficient space i.e. double door to allow for boiler removal should the need arise. The specification includes hoist and ladder arrangement replacing the previous winding staircase.

3.3 Dressing Area

BS highlighted the fixed leaf in the dressing room. NC agreed to correct drawing.

3.4 Museum Store

NC to change 'Mat Store' heading to 'Museum Store' on drawings.

3.5 External Bin Storage

NC to identify on drawings external waste bin storage area. RA and MN to discuss and agree user requirements / access arrangements.

3.6 'Feature Staircase'

BS hoped the staircase would be expressed as a feature staircase helping to create a flowing space. JR emphasised cost is the determining factor.

3.7 Museum Store

RA raised a concern regarding the stepped access to and from the museum store and problems associated with carrying paintings and artwork.

JR questioned the frequency of visits to and from the store and asked RA how this may differ from the current storage facility.

RA agreed there was little difference when compared to the existing storage facility and that the layout was usable.

3.8 Servery / Bar Store

NC stated that the drawing detailing the kitchen / servery area needs to be updated to show a level access. NC requires layout from BS which will be used to update the BFAW drawing. BS to action.

BS suggested a screen / fire shutter between the kitchen and the servery area instead of doors.

JR concerned that screening would not contain noise and smells from the kitchen.

NC agreed to re-visit the fit out detail relating to the bar store following discussion which centred on pump well and ducting for running a temporary bar, power points, sink, chillers and drainage to discharge water if required.

3.9 Female Toilet

BS stated the female toilet should be fairly 'ritzy' in particular lighting and finishes.

NC the same finishes will be applied to both male and female toilets. The detail will be examined further together with sample products suitable for public use. The design aspect will need to take into account a number of key features e.g. type of lighting, lighting which is centre aligned to each cubicle, concealed pipe work, panelling etc.

JR quoted the David Lloyd centres and the type and durability of finishing that may be suitable for the female/male toilets.

ID highlighted the need to build into the design ease of access and maintenance.

3.10 Electricity Sub Station

NC to make contact with the service provider to seek permission to improve the overall appearance of the external features.

3.11 Permitted Smoking Areas

JR raised the issue of smoking and how best to control and enforce the areas where people smoke. JR suggested street furniture at the front entrance of the building. HTHL will be expected to manage any problems arising from Town Hall users.

NC queried whether there may be any licensing issues when HTHL make application to the licensing authority.

Agreed this matter needs to be considered further.

3.12 Café Overflow

BS asked what happens with overflow from the café during busy periods?

JR this will be governed by the lease plans and management arrangements.

3.13 Administration Office

DLB asked whether it would be possible to create a small hatch to connect the administration office to the entrance foyer. One key benefit of introducing a hatch would be to provide easy access for the sale and distribution of event tickets.

JR referred to 'listing' / 'consent' issues.

DLB stated the hatch should be added to the list of consents. NC to examine further.

JR made reference to the size of the administrative office (27m²) which could offer additional storage space to HTHL if an area was partitioned off. The space may also provide an additional changing facility with a built in sink.

NC to check the buildings drainage layout to see whether it would be possible to connect a sink to the existing drainage system.

3.14 Dividing / 'Fin' Wall

Planning condition applies to the Fin Wall requiring the design team to submit a re-design of the roof line profile to improve visual appearance and to compliment the profile of the adjoining building. Re-design to be submitted to planning officer for approval.

3.15 Building Signage

The group briefly discussed options relating to signage and recognised the need for existing signage to be removed. NC confirmed that signage is not part of planning or listed building consent. A provision has been made in the budget for signage however the contractor will not be asked to price for this work.

JR confirmed that the Council are considering options.

3.16 Zinc Panelling

BS questioned the zinc panelling detail. JR asked whether a change to the proposed design would require planning consent. NC confirmed we would need to show revised drawings. Three colours were shown on the original drawings but no colours were specified.

3.17 CCTV / Security Arrangements

JR confirmed no external CCTV cameras currently. BS and DLB need to consider security arrangements and specifications in more detail. Current drawing details CCTV camera with door reveal main entrance.

NC kitchen windows at rear of the building possible security threat.

Group agreed security bars to be installed to all low level windows at the rear of the property.

RA asked if the windows would be alarmed. NC confirmed this was included in the building cost.

4.0 First Floor

4.1 Museum Storage

NC made reference to the height of the museum storage and the air handling / air input ventilation to the main hall area.

JR stated that the group need to come back to this issue and the problems of over heating in the hall.

ID asked how will the spaces be controlled. NC old gym air conditioned, other areas shared system one boiler traditional radiator system providing heat to different spaces.

4.2 Ante Room Opposite Balcony

JR the room opposite the balcony needs to provide the facility for people to make their own drinks. NC to action.

4.3 Lucas Room

DLB Lucas room a very special room with its classic radiators and interior styling. Currently a cold room not helped by the fact the corridor is also a cold area. NC this will be addressed.

4.4 Museum Staff

RA requested a sink to provide the museum staff with tea and coffee making facilities. NC to action.

5.0 Second Floor

5.1 Education

RA requested sink / wash facility for art classes. NC to action.

JR referred to finishes which should be aligned to education but not primary school. JR and RA to give further thought to fit out.

NC identified that the roof top requires a second means of escape.

6.0 General

6.1 Elevations

JR glass all tinted with solar protection. NC confirmed that calculations will be made to ensure the building does not over heat.

6.2 Party Wall Encroachment

NC made reference to the third party encroachment and the need to step around the up stand. JR to ask Margaret Martinus, Senior Lawyer to look into the matter further from an encroachment perspective.

6.3 Front Elevation

BS balustrade and handrails to the front elevation need to have a design balance as well as meeting H&S requirements.

NC agreed to re-visit drawings.

JR referred to the damage caused in Howard Park and Gardens arising from skateboarders. With the introduction of anti-skateboarding devices the problems have since diminished. JR this may be less of an issue regarding the entrance but may be an issue with the museum entrance.

6.4 Town Hall External lighting

NC front elevation spire features L.E.D white lighting, chandeliers either side of the main entrance will be refurbished. Lighting to front entrance.

BS disappointed expected more lighting at the front of the building e.g up lighting, lighting to stairs and ramps.

JR suggested upward lighting from the windows sills subject to cost.

NC to re-examine.

6.5 Basement

NC water storage room needs to be contained to avoid leakage into museum store room. Temperature and humidity needs to be maintained in the museum store room.

JR referred to the metering arrangements for the building and the need for zoning to allow accurate and reliable information for recharging and control arrangements for use.

NC confirmed all metering requirements have been considered and specified. ID will be monitored through the Council's Trend Control system regarding shared areas.

JR highlighted the need to ensure Trend Control and IT systems need to be fully specified.

Close of Meeting.

Minutes Taken By: Keith Gayner

Title: Parks and Open Spaces Officer – Contracts and Major Projects

Signed:

