

## CONFIDENTIAL

### NORTH HERTFORDSHIRE DISTRICT COUNCIL

#### **Bullet Points of Meeting for Hitchin Town Hall – Design Review**

Held on: Wednesday 23<sup>rd</sup> January 2013

11:00am

Location: Ian Fullstone's Office - District Council Offices

#### **Present**

Name	Initials	Company	Initails
John Robinson	JR	North Hertfordshire District Council	NHDC
Vaughan Watson	VW	North Hertfordshire District Council	NHDC
Steve Crowley	SC	North Hertfordshire District Council	NHDC
Ros Allwood	RA (PART)	North Hertfordshire District Council	NHDC
Ian Davis	ID (PART)	North Hertfordshire District Council	NHDC
Keith Gayner	KG	North Hertfordshire District Council	NHDC
Mark Scott	MS	Hitchin Town Hall Ltd	HTHL
David Leal-Bennett	DLB	Hitchin Town Hall Ltd	HTHL
Morag Norgan	MN	Hitchin Town Hall Ltd	HTHL
Neal Charlton	NC	Buttress Fuller Alsop Williams	BFAW

#### **Apologies**

Brent Smith

Rosemary Read

#### **1.0 Arts Museum and Heritage Forum**

- 1.1 JR stated the meeting on the 16<sup>th</sup> January 2012 with the Arts, Museum and Heritage Forum produced no adverse comments on progress or design. Further meetings have been scheduled.

#### **2.0 Progress – Design Specification**

- 2.1 JR handed over to NC to run through the design drawing changes agreed at the previous design team meeting and to give a general update on the project.
- 2.2 NC referred to the revised BFAW design drawings pointing out the following key changes:
  - The provision of wash basins and cupboards have been added to the design specification which include ante room and education room. NC stated the drawing had not specified a sink in administration office due to no means of drainage;
  - More storage space created at the back of the museum display area to balance the requirements between storage and display area;

- At no additional cost to the project, realignment of the wall in the foyer space to establish clean lines essential for the gallery display area with the creation of more storage space.
  - A second fire escape route has been specified from the roof top of the building.
  - Kitchen floor levels have all been updated on the latest drawings to show a level floor arrangement in line Hitchin Town Hall Ltd's request.
- 2.3 DLB commented on the realignment of the wall stating that there would be a cost impact if it affects HTH Ltd commercially.
- 2.4 JR confirmed the realignment of the wall does not change the HTH Ltd areas beyond allowable tolerances.
- 2.5 MS commented on the over hang of the party wall and that agreement may be required.
- 2.6 SC confirmed the party wall is a different owner and that Estates will need to lead on this matter. SC action.
- 2.7 JR instructed SC to run this issue through Estates and Legal to make sure all is okay from a lease perspective.
- 2.8 MS questioned ownership of building. MN confirmed lease and development agreement has already been sorted.
- 2.9 JR emphasised the importance and detail of the shop design layout to achieve a flow with a fluid structure rather than a fixed structure.
- 2.10 MN asked when will the detailed design of the shop layout be available. NC confirmed dependent on the appointment of the Exhibition Design consultant.
- 2.11 DLB suggested moving the boundary wall back towards 15 Brand Street to provide more space. NC stated currently this would not be possible as access is required by 16, 17 and other properties. Approved agreements would need to be arranged with the properties to make this a possibility.
- 2.12 JR security concern regarding the external entrance door to the museum. NC confirmed the entrance door is alarmed.
- 2.13 MN asked if the design of the museum fit out also included the shop. JR confirmed that the design does not include the shop. NC we need to know the design of the museum display area to co-ordinate shop fit out. The detail is a significant way off. The concept design would be known by August which is the deadline for the HLF Stage 2 submission.
- 2.14 JR made reference to a possible joint approach towards ticket sales ie. museum staff take ticket sales on behalf of HTHL and visa versa.
- 2.15 NC stated the gateway access façade will prevent people climbing over the gate.
- 2.16 NC that completes the main changes.

### **3.0 Services**

- 3.1 NC air pressurisation fine but air capture needs further consideration.
- 3.2 NC will require automated doors to allow will chair access.
- 3.3 Bin storage area agreed but subject to fire risk assessment / fire officer approval.
- 3.4 MS suggested the incorporation of a sprinkler system which the design team agreed to as it would reduce the potential risk(s) from the bin storage area.

### **4.0 Discharge of Planning Condition**

- 4.1 JR stated that there is a proper due process for existing planning applications and the discharge of conditions and expressed concern that this had been linked with the planning application for 15 Brand Street which had not been disclosed to the Project Team before submission to the Planning Authority..
- 4.2 NC confirmed that the Planning Officer had made contact with him regarding this matter but there seemed to be general confusion by the planners. NC reported on the scheme to ensure the planners were fully informed.

### **5.0 Appendix 1 - Progress on Drawing / Specification updates agreed at meeting held on Monday 17<sup>th</sup> December 2102.**

#### **Close of Meeting.**

Minutes Taken By: Keith Gayner

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

Signed:



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Appendix 1

NORTH HERTFORDSHIRE DISTRICT COUNCIL

**Bullet Points of Meeting for  
Hitchin Town Hall – Design Review**  
Held on: Wednesday 23<sup>rd</sup> January 2013  
11:00am

**Progress on Drawing / Specification updates agreed at meeting held on  
Monday 17<sup>th</sup> December 2102.**

Item No.	Description (17.12.12)	Action taken
3.1	<p>Kitchen</p> <p>Design change; floor level set to achieve connections. Levels through to the museum side of the building now work.</p> <p>BS reminded NC that he had requested steps leading off the cold store. NC to action</p>	<p>Drawing/Spec. updated</p> <p>Drawing/Spec. updated</p>
3.2	<p>Basement</p> <p>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.</p>	<p>Further visit required with Ian Davis Property Services on Mon.28<sup>th</sup> Jan</p>
3.3	<p>Dressing Area</p> <p>BS highlighted the fixed leaf in the dressing room. NC agreed to correct drawing.</p>	<p>Drawing/Spec. updated</p>
3.4	<p>Museum Store</p> <p>NC to change 'Mat Store' heading to 'Museum Store' on drawings.</p>	<p>Outstanding</p>
3.5	<p>External Bin Storage</p> <p>NC to identify on drawings external waste bin storage area. RA and MN to discuss and agree user requirements / access arrangements.</p>	<p>Drawing/Spec. updated NB. Bullet point (xx)</p>

3.6	No action required.	
3.7	No action required.	
3.8	<p>Servery / Bar Store</p> <p>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.</p> <p>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.</p>	<p>Drawing/Spec. updated</p> <p>Drawing/Spec. updated</p> <p>HTHL progressing temporary bar</p>
3.9	<p>Female Toilet</p> <p>BS stated the female toilet should be fairly 'ritzy' in particular lighting and finishes.</p> <p>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.</p>	<p>Detail to be finalised. Preference wall hung basins rather than pedestals / vanity units. Large tiles up to door, allow colour above.</p>
3.10	<p>Electricity Sub Station</p> <p>NC to make contact with the service provider to seek permission to improve the overall appearance of the external features.</p>	<p>No action required. EEB have erected new fence. DT happy with physical appearance.</p>
3.11	<p>Permitted Smoking Areas</p> <p>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.</p> <p>NC queried whether there may be any licensing issues when HTHL make application to the licensing authority.</p> <p>Agreed this matter needs to be considered further.</p>	<p>Action required – smoking bins that clamp to the lamp post. Location front of building preference museum entrance area rather than main entrance.</p>
3.12	No action required.	
3.13	Administration Office	

	<p>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.</p> <p>JR referred to 'listing' / 'consent' issues.</p> <p>DLB stated the hatch should be added to the list of consents. NC to examine further.</p> <p>JR made reference to the size of the administrative office (27m<sup>2</sup>) 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.</p> <p>NC to check the buildings drainage layout to see whether it would be possible to connect a sink to the existing drainage system.</p>	<p>Drawing/Spec. updated.</p> <p>NC to discuss with NHDC Conservation Officer.</p> <p>Layout to show multi-functional office space.</p> <p>No drainage facility extending to/from the admin. Office to provide sink. No action taken.</p>
3.14	<p>Dividing / 'Fin' Wall</p> <p>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.</p>	<p>Re-design not submitted, but in progress.</p> <p>JR would like to see the re-design prior to submission.</p>
3.15	<p>Building Signage</p> <p>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.</p>	<p>Council considering options.</p>
3.16	<p>No action required</p>	
3.17	<p>CCTV / Security Arrangements</p> <p>JR confirmed no external CCTV cameras currently. BS and DLB need to consider security arrangements and specifications in more detail. Current drawing details</p>	<p>HTHL to consider security</p>

	<p>CCTV camera with door reveal main entrance.</p> <p>NC kitchen windows at rear of the building possible security threat.</p> <p>Group agreed security bars to be installed to all low level windows at the rear of the property.</p> <p>RA asked if the windows would be alarmed. NC confirmed this was included in the building cost.</p>	<p>arrangements.</p> <p>Security bars - drawing/Spec. updated.</p>
4.1	<p>Museum Storage</p> <p>Museum storage and the air handling, JR stated that the group need to come back to this issue and the problems of over heating in the hall.</p>	Action required
4.2	<p>Ante Room Opposite Balcony</p> <p>Room opposite the balcony needs to provide the facility for people to make their own drinks</p>	Drawing updated
4.3	<p>Lucas Room</p> <p>Currently a cold room not helped by the fact the corridor is also a cold area.</p>	NC to action
4.4	<p>Request for a sink to provide the museum staff with tea and coffee making facilities.</p>	Drawing updated
5.1	<p>Education Room</p> <p>RA requested sink / wash facility for art classes. NC to action.</p> <p>JR referred to finishes which should be aligned to education but not primary school.</p>	<p>Drawing updated</p> <p>JR and RA to give further thought to fit out.</p>
6.1	<p>Elevations</p> <p>Glass all tinted with solar protection. NC confirmed that calculations will be made to ensure the building does not over heat.</p>	NC to action
6.2	<p>Party Wall Encroachment</p> <p>NC made reference to the third party encroachment and the need to step around the up stand.</p> <p>JR to ask Margaret Martinus, Senior Lawyer to look into the matter further from an encroachment perspective</p>	SC to Contact Margaret Martinus
6.3	<p>Front Elevation</p> <p>BS balustrade and handrails to the front elevation need</p>	Drawing

	to have a design balance as well as meeting H&S requirements	updated
6.4	<p>6.4 Town Hall External lighting</p> <p>NC front elevation spire features L.E.D white lighting, chandeliers either side of the main entrance will be refurbished. Lighting to front entrance.</p> <p>BS disappointed expected more lighting at the front of the building e.g up lighting, lighting to stairs and ramps.</p> <p>JR suggested upward lighting from the windows sills subject to cost.</p>	Drawing updated
6.5	<p>Basement</p> <p>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.</p> <p>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.</p> <p>NC confirmed all metering requirements have been considered and specified. ID will be monitored through the Council's Trend Control system regarding shared areas.</p> <p>JR highlighted the need to ensure Trend Control and IT systems need to be fully specified.</p>	All items to be noted.