

## PROJECT BOARD MINUTES

<b>Project:</b>	North Herts Museum & Community Facility
<b>Date:</b>	14 <sup>th</sup> May 2013
<b>Classification:</b>	Confidential
<b>In Attendance:</b>	Councillor Tricia Cowley, John Robinson (Project Executive), Vaughan Watson, Steve Crowley, Ros Allwood, Stephen Pike (substitute for Brent Smith, Hitchin Town Hall Ltd), David Leal-Bennett (substitute for Rosemary Read, Hitchin Town Hall Ltd)
<b>Circulation:</b>	Those attending, Brent Smith, Rosemary Read, Project Librarian,
<b>Publication:</b>	Publication on the web to be withheld until construction contact has been awarded

### 1 Apologies

Brent Smith and Rosemary Read

### 2 Minutes of the Last Meeting 25<sup>th</sup> March 2013

- Hitchin Town Hall Ltd Mobilisation Plan

It was agreed that DLB would forward to NHDC their updated mobilisation plan  
Action: DLB

There being no outstanding action, the minutes were agreed.

### 3 Highlight Report No 5

The Highlight Report detailed all activity between 1<sup>st</sup> April 2013 through to 9<sup>th</sup> May 2013. The tasks completed to date were as follows:

Stage five 01/4/03 - 09/05/13	Date completed
<b>Construction contract</b>	
Mobilisation	Did not take place due to 4 week extension being granted by ACF
Start on site	
Council & Trust to agree 15 Brand Street	23 <sup>rd</sup> April 2013
ACF to agree to extension and conditions	7 <sup>th</sup> May 2013
<b>Exhibition designer</b>	
Project Executive sign off	5 <sup>th</sup> April 2013
Appoint exhibition designer	Delayed due to ACF extension

It was noted that the agreement to the extension and conditions from ACF was delayed and that the two week allocated contingency for this part of the programme had been used. It was imperative that deadlines up until the

award of contract be met to ensure that the project does not fall behind schedule this early on in the process.

In discussing the tasks detailed above, clarification was requested on the following:

- That ACF have agreed to NHDC's response in relation to the conditions set out in their amended offer. Email from John Robinson to Brent Smith on 8<sup>th</sup> May 2013 refers.

DLB confirmed that he had forwarded this on to Tom Young at ACF and had not heard back from him that they were unhappy with the process put identified.

- The Deed of Variation agreement was behind schedule and ideally JR would have liked to had this concluded prior to instructing BFAW.

DLB advised that he understood that plans were not yet available to appended to the documentation. SC confirmed that the lease plans had indeed been forwarded to Foreman Laws and that these were the only plans that were required to be appended.

Subject to DLB confirmed receipt of plans with Foremans Laws it was agreed that the Deed of Variation would be agreed in principal which would then be subject to ACF's legal team to review.

Action: DLB

- JR confirmed that revisions to the timing and wording in relation to Clause 10 of the Development Agreement had now been made and outlined the changes.

Subject to matters above being confirmed, JR would consult with the Portfolio Holder for Community Engagement & Rural Affairs and the Strategic Director Finance & Regulatory Services with a view to appointing BFAW with immediate effect.

Action: JR/SC

SC confirmed that the notice of award to the exhibition designer would be despatched imminently.

### Issue Log

Type	Description	Author	Status
Operational	Risk of delay to project because due to 15 Brand Street being included into the project and subject to ACF conditions.	SC	Ongoing
Contractual	ACF to agree to extension and conditions. ACF have agreed extension and conditions, however, have requested they attend Project Board and Design, Contract and Tender meetings.	SC	Ongoing

SC advised that this would further be updated following the decisions taken at today's Project Board meeting.

Action: SC

**Products Due at Next Stage**

<b>Next stage 01/04/13 – 15/07/13 (stage six)</b>	<b>Completed by</b>
<b>Construction contract</b>	
BFAW lead in time (3 weeks)	4 <sup>th</sup> June 2013
Design	
Review existing scheme for statutory compliance	7 <sup>th</sup> June 2013
Finalise design	7 <sup>th</sup> June 2013
Develop revised areas to stage E	21 <sup>st</sup> June 2013
Redevelop affected adjoining areas to stage E	25 <sup>th</sup> June 2013
Develop revised areas to stage F	9 <sup>th</sup> July 2013
Redevelop affected adjoining areas to stage F	12 <sup>th</sup> July 2013

In considering the above, Project Board noted that there was no further contingency built in to this stage of the timetable and that this therefore presented a high risk to the project.

**Risk Log**

The risk log was briefly considered and it was noted that this document had not been updated since the last meeting of Project Board due to the changes expected in the project. This document would be updated by the necessary officers and forwarded to HTH Ltd for their comment within the next few weeks.

Action: SC/RA

**4 Recommendations**

- 5.1 Project Board did not approve the Risk Log
- 5.2 The Project Issue Log was approved.
- 5.3 Project Board approved the completion of Stage 5
- 5.4 Project Board approved the commencement of Stage 6