

CONFIDENTIAL

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Bullet Points of Meeting for North Hertfordshire Museum/ Hitchin Town Hall – Design Review

Held on: Thursday 6th June 2013 at 10.00 am

Location: John Robinson's Office - District Council Offices

Circulation: Those present, File, Brent Smith

Present

Name	Company	Initials
John Robinson	North Hertfordshire District Council	NHDC
Cllr Hunter	North Hertfordshire District Council	NHDC
Steve Crowley	North Hertfordshire District Council	NHDC
Ros Allwood	North Hertfordshire District Council	NHDC
Vaughan Watson	North Hertfordshire District Council	NHDC
David Leal-Bennett	Hitchin Town Hall Ltd	HTHL
Rosemary Read	Hitchin Town Hall Ltd	HTHL
Neal Charlton	Buttress Fuller Alsop Williams	BFAW

1. Introductions

- 1.1 Councillor Hunter introduced himself to the team as the new Portfolio Holder and provided a brief overview of his professional background around construction industry and with NHDC capital projects managed under Prinec2.

2. Agreed Timescales

- 2.1 JR advised that the Council was intending to partially award the museum design fit out contract ahead of the target date to meet the HLF deadline in terms of lottery funding. Full award of this contract will follow appointment of the main construction contractor.
- 2.2 BFAW have now been formally appointed to undertake the additional work of incorporating 15 Brand Street in the overall scheme.
- 2.3 It was agreed that an additional meeting be arranged between the parties to ensure that the relevant work was in train to meet the deadline of 16th August to award the contract
Action: SN to arrange
- 2.4 Agreed that the notes of the meetings would be circulated to BS by 2.00 pm today so that he was able to comment by Friday 7th June.
Action: JR

3. Stage

3.1 SC tabled paper which detailed the range of options available to HTH Ltd in terms of the stage. These entailed:

- Demountable Stage Hire
- Demountable Stage Purchase
- Retractable Stage

3.2 DLB acknowledged that thinking in financial terms, it was not practical to have something along these lines if the usage was low. However, his preference at this point would be for a retractable stage subject to agreement by BS.

3.3 During the discussions it was clear that there was no funding to incorporate a retractable stage. However, it was agreed that NC should undertake the investigative work in terms of costs and practicalities during the design process. JR reiterated that this was not costed and if this could not be accommodated within the budget for the project then it may be that HTH Ltd may have to come forward with the funding if this was required.

Action: NC undertake investigatory work

4. Kitchen Design

4.1 It was noted that the information around the kitchen design layout was required by no later than 17th June. JR requested that HTH Ltd think about how they wish to operate as this could impact their design.

Action: DLB/RR

5. Reception Desk

5.1 The detailed design of this area would not be carried out until a later stage however, it was noted that liaison with BS would be undertaken when this was considered as part of the client briefing of the designer.

6. Provisions of Services to Mountford Hall Balcony

6.1 At the last meeting, BS requested services to the flattened balcony to allow HTH Ltd to serve drinks and snacks. NC confirmed the Ante room provides facilities as previously requested, but the balcony only has power no drainage. BS stated all HTHL would require is a capped off waste pipe which would allow a temporary service on wheels. NC stated he would incorporate the request in the detailed design/specification.

Action: NC

7. First Floor Changing Rooms

7.1 NC tabled drawings from the register which confirmed that this space had always been allocated as museum storage space.

8. Any Other Business

- 8.1 DLB tabled a confidential paper 'Community Benefit of Including 15 Brand Street' which requested that the Council reconsider its position on a number of matters and it was agreed that this would be considered by JR and Councillor Hunter after the meeting.

Close: 11.50

John Robinson
Strategic Director customer Services

6th June 2013