

CONFIDENTIAL

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Bullet Points of Meeting

North Hertfordshire Museum/ Hitchin Town Hall – Design Review

Held on: Wednesday 30th October 2013 at 10.00am

Location: John Robinson's Office - District Council Offices

Circulation: Those present, File, Liz Hunter (AMHF), Sian Woodward, Antonio Ciampa.

Present

Name	Organisation	Initials
John Robinson	North Hertfordshire District Council	NHDC
Vaughan Watson	North Hertfordshire District Council	NHDC
Steve Crowley	North Hertfordshire District Council	NHDC
Ros Allwood	North Hertfordshire District Council	NHDC
Keith Gayner	North Hertfordshire District Council	NHDC
Ian Davis	North Hertfordshire District Council	NHDC
David Leal-Bennett	Hitchin Town Hall Ltd	HTHL
Brent Smith	Hitchin Town Hall Ltd	HTHL
Neal Charlton	Buttress Fuller Alsop Williams	BFAW

1. Apologies

1.1 Apologies received from Liz Hunter, Sian Woodward, Antonio Ciampa

2. Minutes of the Last Meeting held on 27th June 2013

2.1 Retractable Staging

NC updated the design team with regards to retractable staging. NC reported the retractable staging cannot be accommodated along side the existing ventilation system. Design changes to the existing layout would require extensive building work which would have a negative impact on the basement area. NC asked the design team to consider an alternative option.

JR acknowledged the complexities surrounding the retractable staging and suggested temporary staging which may be bought or hired in as required.

BS stated stage blocks would be a preferred alternative and asked if it would be possible to store the blocks under the stage floor with the legs removed. BS requested a stage extension of 2.4 meters. NC agreed to examine this option further asking the design team to note this would become a 'Fit Out' item.

JR informed HTHL that NHDC could consider making available a cash payment to cover the hiring of stage blocks as an alternative.

RA suggested BS may wish to visit the Letchworth Art Centre to examine their stage blocks.

2.2 *Café Design*

JR asked HTHL for an update on how the café design is proceeding.

BS stated their plan is to meet with Mather & Co Ltd to help develop the design. This meeting is likely to take place at Mather & Co offices.

JR highlighted the urgency of detailing and delivering the café design in line with the Project Plan.

NC anticipates slight alterations on the detail by Mather & Co Ltd but emphasised the need to submit the design changes as soon as possible.

BS stated that Mather & Co entrance design would set the theme which HTHL would like to follow.

RA stated the Mather & Co are required to have completed their design by the 8th November.

DLB would like HTHL to see the design for the fit out before they are formally signed off. JR agreed but stated the design would need to go through the internal process first. **Action RA**

RA stated the design has not changed following Mather & Co's presentation which HTHL had already seen apart from adding more detail.

2.3 *Information Technology / Telephony*

RA referred to a meeting with NHDC's IT personnel where an outline approach had been established relating to IT and telephony.

NC stated the big question is how will the IT operate taking into account public access and devices operating outside of the Council's own network.

JR added the government are about to bring in a lot of changes to strengthen security arrangements.

NC stated that most building management systems are controlled locally by staff.

ID reported the Trend Management system can operate off site or locally and it was noted there would be a need for both local and remote operations and monitoring.

NC agreed to arrange a meeting within in the next two week to discuss IT and telephony.

JR agreed to consult with NHDC's IT to establish parameters and a clear project brief. **Action SC to organise an internal meeting to discuss this.**

JR referred to the utility recharges and the calculations which take into account a mixture of metered and volume units. VW state the details are in the lease agreement and requested this item to be added to the agenda at the next meeting. **Action SC**

NC also advised that a further design meeting would be required. The objective of the meeting to identify the design teams specific requirements and those of Mather & Co. The meeting is likely to be held in Manchester.

3.0 Planning Conditions

3.1 Archaeology

NC confirmed NHDC's Archaeologist had completed the survey work on 14 and 15 Brand Street and the asbestos contractor is clear to commence work.

3.2 Entrance Drawings

NC confirmed final details / drawings of the entrance have been passed to the planners.

3.3 Noise Survey

Background survey sample setup before works start on site.

3.4 Material Samples

NC reported brick and stone samples will be brought to site for comparison to achieve best results. Brick work at the rear of the building, new brick work and stones will be the first comparative samples to arrive on site.

DLB asked whether the NHDC's Conservation Officer would be given the opportunity to comment on the samples offered.

VW the planning officers are very cautious and will make sure the samples offered are acceptable.

NC stated that a large section of cladding would be brought on site to be seen in location for approval. NC presented colour charts to the design team and reported that the material shown is high quality and used in the construction of apartment blocks.

4.0 Materials

4.1 Front elevation glazing. NC confirmed the specification included glass to glass connections with the frame sitting behind.

DLB stated the previous design showed all glass without the frame and asked what comments have been made by the planners on the change in design.

NC planners have received all of the relevant drawings which incorporate the supporting frame. The alternative of an all glass design was never an option on cost alone.

5.0 Stone in Front on Building (size and wording)

5.1 BS stated that he designed the stone walling in the front of the building to provide a backing for the reception illustrated on the HTHL planning application although the actual position of reception would not be in that location.

- 5.2 JR suggested the size of the stone looked to be substantially large and queried whether the appearance would be improved if the stone was reduced in size.
- 5.3 NC reported there is no glass behind the stone wall. A reduction in the size of the stone wall would require planning consent. It was advised that this could have significant time delays. VW stressed that time wise we have to stick with the existing plans.
- 5.4 BS stated he had not seen the drawings.
- 5.5 JR confirmed the drawings were tabled and approved at the last design team meeting and were included in the tender pack of Contract drawings. JR agreed with NC and VW advise, that the stone should remain the same size as already agreed by planning.
- 5.6 NC/SC agreed to put all drawings on to a disk which will be forwarded to DLB.
Action SC
- 5.7 BS stated that he was very interested in the glass boxes idea from Mather & Co.

6.0 Party Wall and General Access with Neighbours Update

- 6.1 DLB asked for clarification as to how far the party wall extends. DLB also stated the party wall base is stone not brick. NC checked and confirmed this was the case and would amend the new visual. **Action NC**
- 6.2 NC by the end of the this week all party wall agreements will be signed. The party wall agreement with Argos is the most complicated. A number of co-ordination meetings have taken place, which have also covered issues such as waste, bin placements etc although not strictly party wall matters.

7.0 Signage / Site Boards

- 7.1 JR asked HTHL for an update on HTHL signage and wording proposals for any external signage on the Town Hall.
- 7.2 DLB confirmed that HTHL had not reached a decision as yet.
- 7.3 JR stated that time is limited and that we need to allow time for the planners to consider and approve the signage application.
- 7.4 JR proposed joint signage for North Hertfordshire Museum and Hitchin Town Hall for the entrance to the museum.
- 7.5 NC referred to the Design and Access Statement and stated that all signage will be a separate application to the planners.
- 7.6 JR requested that NC pulls together a draft design for the site board with the initial wording to include the Museum and Town Hall as sketched out at the meeting. JR reminded the team that this is now a priority. **Action NC**
- 7.7 DLB stated that HTHL would reach their decision on 'branding' mid November.

- 7.7 NC referred to the Contract drawing which details the site security hoarding and site boards. The dimensions of the site boards are 5 meters in length by 1.5 meters high. The site boards will sit above the security hoarding which is 2.4 meters high. The security hoarding will be presented in the Contractors colours.
- 7.8 NC confirmed the tender for the construction works had the cost for the site board, therefore, if HTHL wanted a similar size board we could let them know how much this is likely to cost if Borrás did this work.
- 7.9 NC stated anything larger than the dimensions previously quoted for the site boards will require planning permission.
- 7.10 DLB requested an electronic copy of the signage drawings. **Action NC/SC**
- 7.10 DLB requested that a blank space be provided on the site board design template for HTHL logo be inserted at a later date. **Action RA/KG**

8.0 Agree Future Meetings

- 8.1 SC/NC suggested two more design team, the first to discuss IT issues which needs to be undertaken in the next two weeks and the second to include Mather & Co, which is likely to be held in Manchester. **Action NC & SC**
- 8.2 SC Project Board meeting suggested date two weeks from commencement of works on site following asbestos removal. Date to be confirmed. **Action SC**
- 8.3 Meeting to consider café design to be confirmed. **Action SC**
- 8.4 JR requested a copy of Mather & Co drawings to show the café cover locations to be sent to BS to help finalise the layout. **Action RA**
- 8.5 HTHL meeting with Mather & Co Ltd date to be confirmed. **Action DLB**

11.20am Close of Meeting.

Minutes Taken By: Keith Gayner

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

Signed:

