

CONFIDENTIAL

NORTH HERTFORDSHIRE DISTRICT COUNCIL

**Bullet Points of Meeting for
North Herts Museums/Hitchin Town Hall – Mechanical & Engineering Meeting**
Held on: Friday 21st March 2014
10:00am

Location: Bradshaw Johnson's, Hitchin

Present

Name	Initials	Company	Initials
Steve Crowley	SC	North Hertfordshire District Council	NHDC
Neal Charlton	NC	Buttress Fuller Alsop Williams	BFAW
Ross Sharples	RS	Rossco Limited.	
David Parsley	DP	Hitchin Town Hall representative	HTH

The following provides an overview and the action points that were discussed at the meeting

- 1.0 It was requested if the ducts for the ventilation system could be moved so it was to the side of the stage – NC has previously suggested this as an option, NC to investigate.
- 1.1 DP request that L2 could be provided for fire protection, NC explained that L1 provided a higher specification
- 1.2 DP requested that Heat detectors are used in the Mountford Hall, NC to check, however, this should not be an issue as Heat and Smoke work of same system and costs are similar. SC explained that this has been already asked and we are waiting awaiting a response from M&E consultants.
- 1.3 The same request was asked about the Heat and Smoke detector for the Lucas Room. NC to confirm.
- 1.4 Discussions took place regarding acoustics panels being installed to the ceiling of the Mountford Hall, SC explained that if HTH could raise the money it would be better to undertake this as a secondary fix after Borrás has complete their contract. NC also explained that this could require Listed Building consent. It was agreed that HTH to liaise with NHDC's Conservation's Officer to find out if Listed Building consent will be required and the provide them with details of the proposed acoustic panels specification.
- 1.5 DP advised - The plaster finish to the stage wall as proposed by NHDC will increase the reverberation in the Hall and will therefore need to be finished with acoustic material to meet the commitment not to worsen the acoustics. HTH propose this should be 40mm Wallsorber panels finished in material.

SC explained this was an additional cost that HTH would have to fund. As with the ceiling treatment may require listed building consent and can be added as a second fix.

- 1.6 RS asked if new seals would be fitted to the external fire doors in the Mountford Hall, if this is the case can they be acoustic seals. NC to check. SC explained if this is an additional cost HTH would have to fund this. NC agreed to provide a copy of the initial break out survey to HTH.
- 1.7 Blinds for dormers and high level windows – Will this be included in Borrás or fit out contract. NC to check. – Note these are a fit out item.
- 1.8 RS asked if secondary glazing could be installed. SC requested that if this was to be considered that it takes place in the secondary fit (and would require Listed Building Consent)
- 1.9 HTH propose to install 4 lighting bars along the side walls at the cornice. The power supply to these will need to be taken back to the side of the stage and provision of drilled holes through the side walls is to be considered, it was requested that this could be undertaken by Borrás. NC to investigate if this can be added. If this can be included in Borrás's programme this would be an additional cost which HTH would have to fund.
- 1.10 DP suggested to provide Borrás with a multi core coaxial cable to be run via the containment in the roof space from the side of the stage to 1) The balcony - side location and 2) the ground floor - below 1) for sound mixing desk locations etc. NC to consider route, any additional containment and cost. HTH to fund.
- 1.11 RS requested an additional data/sound cable to be feed from the balcony to the stage and also to the ground floor. NC to liaise with M&E consultant and provide cost. HTH to fund.
- 1.12 DP requested that the power on the stage be reconfigured to provide a single 63 amp 3 phase commando power at the side of the stage. NC to liaise with M&E consultant and provide cost. HTH to fund.
- 1.13 DP requested the addition of double Cat 6 data outlets are added to the two long side walls in the Mountford Hall and remove some power sockets. NC to liaise with M&E consultant and provide cost. HTH to fund any additional cost.
- 1.14 DP requested that NC provides an explanation of how the air ventilation for the Mountford Hall works including velocity and where air is inputted and extracted. NC to provide.
- 1.15 DP asked what the internal security of the Town Hall would consist of. NC explained that this would mainly be locks, but would provide a more detailed response. NC to provide.

- 1.16 SC explained that the Council will try to accommodate HTH's requested, however, the first fix for both M&E are due to complete in May and June 2014, therefore, this is time critical. Any additional costs for such work will have to be funded by HTH.

Meeting finished at 11:30am.