

CONFIDENTIAL

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Overview of Meeting

North Hertfordshire Museum/ Hitchin Town Hall – Design Review

Held on: Tuesday 12th November 2013 at 10.00am

Location: John Robinson's Office - District Council Offices

Circulation: Those present, File, Liz Hunter (AMHF), Sian Woodward, Keith Gayner

Present

Name	Organisation	Initials
John Robinson	North Hertfordshire District Council	NHDC
Ros Allwood	North Hertfordshire District Council	NHDC
Steve Crowley	North Hertfordshire District Council	NHDC
Vic Godfrey	North Hertfordshire District Council	NHDC
Ian Davis	North Hertfordshire District Council	NHDC
Johanne Dufficy	North Hertfordshire District Council	NHDC
Kiren Kalirai	North Hertfordshire District Council	NHDC

1. Apologies

- 1.1 Apologies received from Justin Goodwin

2. Actions arising from the meeting

- 2.1 JR confirmed that we shall supply cabling for Hitchin Town Hall but they shall supply their own hardware.
- 2.2 VG suggested that a wired connection would be better for the internet as the Museum will then receive higher speed.
- 2.3 JR suggested that we establish a link with Stevenage for CCTV monitoring for during the night but we could still use automatic detection during the day with a monitor on the front reception desk to allow Museum staff to be able to track whoever they want on the CCTV screen.
- 2.4 JR confirmed that the Museum will have wi-fi throughout the building. VG confirmed that they could set up a password protected wi-fi system to operate throughout the building, for which the password could be changed every week to ensure security. Reception staff will be able to give out the password to customers of the Museum upon request. It shall be monitored through websense so if IT notice the same people using the free wireless internet they can be cut off.
- 2.5 SC & RA to look at plans to confirm where electrical points are to be placed.
- 2.6 JR confirmed that the online sales facility could be Civica based like the one that the Council already currently use.

- 2.7 RA to design specification for the self serve events system and work with VG to produce, as this will be similar to a system that NHDC has designed and is currently in use.
- 2.8 JR agreed to placing 2/3 computers for the public in Reception area which shall be reviewed after a couple of years to see if the maximum usage is being obtained from them.
- 2.9 JD to look into MFD devices that can take payments for the general public to use.
- 2.10 JD to look into if cabled telephony system throughout the building. VG suggested VOIP throughout the building with a cabled telephone system in:
- Public Number
 - Business Number
 - Internal Number
- JD to get further specification details from ID.
- 2.11 RA to work with SC to identify zones for Computerised Building Management System. ID to look into how it can be controlled from DCO with some local control. We shall need to know for example what heating costs are being incurred by Hitchin Town Hall so that we can recuperate our costs from them.
- 2.12 Kitchen/Bar area to have a separate water meter to monitor Hitchin Town Hall Ltd's cost.
- 2.13 RA to investigate the costs of an interactive whiteboard which will be funded from the Museum revenue budget.
- 2.14 SC to discuss projection facilities with Neal Charlton from BFAW for the gallery area to ensure this can be included in project as it is not in scope but has been suggested by Mather & Co.
- 2.15 JR confirmed that sensor lighting will be put in staff areas and not public access areas. RA to present a management plan for lighting clearly stating the specification she would like.
- 2.16 JR confirmed that a wireless PA system could be installed, after construction and fit out has been completed.
- 2.17 Ros and Antonio to meet to discuss the budget for additional IT equipment Ros requires..
- 2.18 VG confirmed that a server will be required due to the amount of data that is needed. The specification states we will provide cabling for both North Herts Museum and Hitchin Town Hall however both parties would need to purchase their own servers..
- 2.19 RA advised that the Museum staff will be using a cloud based app called e-Hive which stores all the images and catalogues that are needed for the Museum.
- 2.20 ID raised that the specification mentions TV wiring for the café area.

- 2.21 Designers have requested for a TV to be placed in the reception area so JR asked if SC could liaise with NC about this.
- 2.22 JR requested that a schedule is made by RA/SC which cross references with the specification and includes everyone involved so it is clear and easy to see. This it to be prepared and brought to the next Officer meeting.
- 2.23 ID stated it is important to have the M&E specialist involved from an early stage as they may have solution for the issues that we may face.

11.00am Close of Meeting.

Minutes Taken By: Kiren Kalirai

Title: Project Support Officer