

INFORMAL PROJECT BOARD MINUTES

Project:	North Herts Museum & Community Facility
Date:	20 th November 2013
Classification:	Confidential
In Attendance:	Councillor Tony Hunter (NHDC), Councillor Tricia Cowley (NHDC Advisor), John Robinson (Project Executive), Steve Crowley (Project Team), Ros Allwood (Project Team), David Leal-Bennett (Hitchin Town Hall Ltd), Brent Smith (Hitchin Town Hall Ltd), Julie Raymond (ACF)
Circulation:	Those attending, Project Librarian, Neal Charlton, (BFAW Architect) Vaughan Watson (Project Team)
Publication:	Publication on the web to be withheld until construction contact has been awarded

1 Apologies

Neal Charlton, (BFAW Architect)
Vaughan Watson (Project Team)

2 Roles & Responsibilities

The roles and responsibilities document relating to Project Management had been included on the agenda for the benefit of Julie Raymond so that she understood the way NHDC would manage this project.

DLB requested that the document be amended to the word 'Board' under Hitchin Town Hall Ltd. JR agreed but it was noted that this would remain as is in the Development Agreement.

The Lease plans were reviewed to illustrate the component parts of the leases and how the 'dual use' management agreement had been structured.

3 Matters Arising from the Minutes of the Last Meeting 4th September 2013

There being no outstanding action, the minutes were agreed subject to formal agreement at the Project Board meeting to be held on 11th December 2013.

4 Highlight Report No 8

The Highlight Report detailed all activity between 4th September – 11th December 2013. As this was an informal meeting of Project Board, it was noted that this report was still in draft pending the meeting of Project Board scheduled for 11th December 2013. The tasks completed to date were as follows:

Stage eight 04/09/13 – 11/12/13	Date Due	Date Completed
Construction contract		
Award Contract	5 th September 2013	5 th September 2013
Removal of asbestos	7 th October 2013	29 th November 2013
Contractors Mobilisation complete	7 th October 2013	29 th November 2013
Start on site	8 th October 2013	2 nd December 2013
Appoint Clerk of Works	14 th November 2013	14 th November 2013
Exhibition Design		
Presentation on progress	28 th August 2013	1 st October 2013
Award Contract	5 th September 2013	5 th September 2013
Presentation on progress	1 st October 2013	1 st October 2013
Evaluation and Audience Consultation	1 st October 2013	1 st October 2013
Detailed design	14 th October 2013	14 th October 2013
Content Development work	14 th October 2013	14 th October 2013
Submit HLF Application	11 th November 2013	11 th November 2013

The Project Manager produced a project exception report for the Project Executive on 6th November 2013 to outline a delay on the project, the project exception report is attached as appendix 2, and below is an overview of the items that were covered in the report: -

A Pre Meeting with Borrás took place on the 20th September, at this meeting Borrás explained the earliest they could start on site would be 4th November.

Asbestos

Prior to starting on site the Council arranged for a Refurbishment & Demolition Asbestos Survey to be undertaken to ensure the site is free of asbestos.

The following identifies a list of tasks which need to take place in sequence before the work can start on site.

1. 14 and 15 Brand Street needed to be free of tenants, due to the destructive nature of the survey to ensure all asbestos was located prior to demolition.
2. The survey needed to be carried out – this was done on 15th & 16th October 2013
3. Once samples were analysed, the report needed to be issued – this was issued on 24th October 2013
4. Costs for removal of the Asbestos needed to be established and an order placed – this was done by 1st November 2013
5. There is a statutory 14 day notice period which must be given to the Health and Safety Executive.
6. The works are estimated to take a further 14 working days, before a clean air certificate can be issued. Works will start on 14th November 2013.

As such the earliest start on site date is now established to be 2nd December 2013.

The total cost of the survey and removal is £23,500, which is not something that was originally budgeted for. However, is within the overall tolerance of the project.

Christmas Closure

On Tuesday 5th November 2013 Borrás contacted the project team to inform of a further delay on the project of two weeks. The reason for the delay is due to the delay of the start on site date and Christmas closures that take place in the construction industry. On the original project plan a two week closure period had been include for 2013, however, as the start on site date is now 2nd December 2013, this will mean the construction work will still be taking place in Christmas of 2014, therefore, two weeks of closure will need to be added to the new project plan.

Based on the above information, if Borrás start on site on 2nd December 2013, the new estimated opening date of the Museum and Town Hall will be 22nd June 2015, this equates to an eleven week delay on the project. As Borrás will be on site for an additional 2 weeks, there is likely to be additional costs for their welfare facilities, the cost of this is currently unknown.

It was agreed that further clarification around the closure would be provided at the meeting of Project Board on 11th December 2013.

Action: SC

Project Issues

Type	Description	Author	Status
Partnership Arrangements	Need to manage public and community expectation of project	SC	Ongoing
Partnership Arrangements	To ensure that the communication process between Hitchin Town Hall Ltd and North Herts District Council is adhered to, to assist the Project.	SC	Ongoing
Health and Safety & Project	Asbestos located in building was greater than anticipated, therefore, the removal of this will impact on the start on site date and completion date.	SC	Ongoing
Project	Due to the delay on the start on site date the construction work will now run over two Christmas's, this will impact on the completion date. Require updated project plan from Borrás Construction Ltd.	SC	Ongoing

Products Due

Next stage 12/12/13 – 19/03/13 (stage nine)	Completed by
Construction contract	
Exhibition Design	
Detailed content design	14 th March 2014
HLF Response and Grant Award	14 th March 2014

This element of the draft Highlight Report will be populated further in readiness for the meeting of Project Board on 11th December 2013.

However, SC advised that due to the items that have been described above this has caused a delay of eleven weeks on the project. However, it was noted that until the Council were in receipt of the revised project plan from Borrás, this was still to be confirmed.

Risk Log

The Risk Log was reviewed and it was noted that:

- Items 3 and 7 were now complete
- Item 4 needed to be further strengthened and refer to possible delays to the project in respect of archaeology
- Item 13 be moved to red
- Items 28 and 35 were now complete

Action: SC/RA

5. Heritage Lottery Fund Stage 2 Application

The stage 2 application recently submitted to the HLF was noted.