

PROJECT BOARD MINUTES

Project:	North Herts Museum & Community Facility
Date:	11 th December 2013
Classification:	Confidential
In Attendance:	Councillor Tricia Cowley (NHDC Advisor), Vaughan Watson (Deputy Project Executive), Steve Crowley (Project Team), Neal Charlton (BFAW), Ros Allwood (Project Team), David Leal-Bennett (Hitchin Town Hall Ltd)
Circulation:	Those attending, Project Librarian, Councillor Tony Hunter, John Robinson
Publication:	Publication on the web to be withheld until construction contract has been awarded

1 Apologies

Councillor Tony Hunter (NHDC)
John Robinson (Project Executive)
Brent Smith (Hitchin Town Hall Ltd)

2 Minutes of the Last Meeting

- **4th September 2013**

There being no outstanding action, the minutes were agreed.

DLB did request that amendments to the minutes be made which reflected actions following the signing of the Development Agreement . However, as the minutes were an accurate representation of the discussion at that time, it was agreed by the Project Executive that these would not be amended.

- **20th November 2013**

There being no outstanding action, the minutes were agreed.

VW referred to the email sent my DLB earlier that today requesting amendments to the minutes of 15th July 2013. As these minutes had already been agreed, VW advised that this request would be forwarded to the Project Executive for decision.

Action: JR

3 Highlight Report No 8

The Highlight Report detailed all activity between 4th September – 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 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 for the construction phase, 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 for the construction phase.

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.

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 Christmases, this will impact on the completion date. Require updated project plan from Borrás Construction Ltd.	SC	Complete

In BS's absence, DLB requested that SC advise him of the drawings relating to Hitchin Town Hall Ltd so that he could review cabling etc.

Action: SC

In addition, it was noted that DLB would amend the Project Plan relating to Hitchin Town Hall Ltd's element and advise SC accordingly.

Action: DLB

Products Due

Next stage 12/12/13 – 21/03/14 (stage nine)	Completed by
Construction Contract	
Former Gym	
Strip out internal items	17 th December 2013
Remove roof/gable end wall	14 th February 2014
Excavations for underground drainage	21 st March 2014
Reinforcement / concrete works	21 st March 2014
New Building Section	
Demolition works 14/15 Brand Street	31 st January 2014
Infill basement / form piling mat	7 th February 2014
Piling works new structure	21 st February 2014
Integrity testing – piling works	12 th March 2014

Town Hall Refurbishment	
Strip out / demolitions	24 th January 2014
Block work walls / under stage area	14 th February 2014
Infill windows / doors	14 th March 2014
Steelwork to mezzanine	21 st March 2014
Form structural openings	21 st March 2014
Exhibition Design	
Detailed content design	14 th March 2014
HLF Response and Grant Award	14 th March 2014

Impact of Changes

Due to the items that have been described above this has caused a delay of eleven weeks on the project.

Keys Task Project Board To Consider & Improve

Project Board agreed the following:

- To endorse the Project Risk Log
- To endorse the Project Issue Log
- To endorse completion of stage 8
- To allow stage 9 to commence

4. Heritage Lottery Fund Stage 2 Application

RA advised that the stage 2 application had now been submitted to the HLF and a decision would be made in March 2014.