

**CONFIDENTIAL**

**DRAFT**

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**

**Overview of Meeting**

**North Hertfordshire Museum/ Hitchin Town Hall – Design Review**

Held on: Wednesday 8<sup>th</sup> January 2014 at 10:00am

Location: John Robinson's Office - District Council Offices

Circulation: Those present, File, Vaughan Watson, Cllr Tony Hunter

**Present**

Name	Organisation	Initials
John Robinson	North Hertfordshire District Council	NHDC
Steve Crowley	North Hertfordshire District Council	NHDC
Kiren Kalirai	North Hertfordshire District Council	NHDC
Jack Hughes	North Hertfordshire District Council	NHDC
Brent Smith	Hitchin Town Hall Ltd	HTH
David Leal-Bennett	Hitchin Town Hall Ltd	HTH

**1. Apologies**

1.1 Apologies were received from Vaughan Watson, Cllr Tony Hunter

**3. Planning Conditions Update**

3.1 SC to hold discussion around planning conditions with NC and discuss with JR/VW if needs be

**4. Stone in front of building (size and wording)**

4.1 SC to hold discussion with NC

4.2 It was noted that as RA was absent from the meeting it would be better for SC to note any issues for RA's attention and to notify her after the meeting.

4.3 NB asked about the fit out – VW advised this is on the agenda so will discuss this in more detail then, however NB wanted to make everyone aware that the specification has been designed without a fit out in mind, therefore once the fit out has been finalised SL will need to work closely with them to ensure everything works well together.

**5. IT**

5.1 NB advised that Cat 6 cabling will be installed throughout the building, with two separate racks feeding through, one which will feed through to the Museum side and one for the Community side.

5.2 The museum rack will be placed on ground floor and NB advised that the fibre will link from the ground floor through to the first floor. VG raised an objection

to this and requested for a separate rack to be installed as this would potentially breach local government regulations.

- 5.3 VW re-confirmed that as it will be two separate organisations who shall be working within the building, data needs to be kept separate also and two separate lines will be required – 1 for the community side and 1 for the museum side.
- 5.4 NB advised that this will need to be surveyed to check where fibre will go in – this is something that will need to be raised with their service provider.
- 5.5 NB also advised that SL have assumed that wi-fi survey cannot be completed until building works are complete. VW reconfirmed that wi-fi will only be available to museum side and not for community use.
- 5.6 *Action: SC to note as a potential future issue.  
VG to arrange a wi-fi inspection*
- 5.7 *Data Points*
- 5.8 NB has put in data points based on assumption and just requested that internal officers go through the plans to ensure that the data points are at desired locations.
- 5.9 It was confirmed that the data from the café would be NHDC's however the data from community area may be combined. However VG suggested that we have two points within the joint areas that are labelled clearly and lead back to the individual racks.
- 5.10 *Action: SC/RA/VC to discuss joint shared areas.*
- 5.11 VG offered to give an IT opinion to Hitchin Town Hall Ltd should they require it to ensure they understand what is required.
- 5.12 Payment system will need to be decided – VG suggested using civica but this aspect would need to be kept completely separate from HTH Ltd.
- 5.13 It was noted that HTH requested Cat 6 cabling throughout the building which has been accommodated.
- 5.14 *Action: SC to speak to JR about HTH IT requirements.*
- 5.15 NB advised that there would be a 16amp fuse in the rack however the pdu would be supplied by NHDC.

## **6 .Building Management System**

- 6.1 NB advised that sub metering would be available throughout the building from every distribution board to keep usage separate. This would need to be decided with HTH.
- 6.2 ID has devised a controls schedule (appendix 1) which illustrates all individual and joint areas.

- 6.3 *Action: SC to speak to HTH Ltd to seek agreement on all joint and individual areas. NB confirmed meters will be scheduled then sub meters will be scheduled in accordance to appendix 1.*
- 6.4 ID raised that it is essential that both parties have individual control over heating and lighting. VW raised that it is essential that discussion are held with HTH Ltd to decide the best approach for this.
- 6.5 *Action: SC to seek clarification about stage and HTH requirements. NB confirmed that the chandeliers in hall and outside lanterns are being refurbished as per HTH request.*

## **7. Telephony**

- 7.1 NB confirmed that there shall be two switches, one which will be data switch and one which shall be a voice switch. Direct lines have been requested for the lifts, fire alarms and intruder alarms.
- 7.2 Analogue lines are yet to be decided. This is to be discussed at meeting with RA.
- 7.3 JD confirmed that the first fix is adequate for telephony requirements.

## **8. Fit Out Update**

- 8.1 SC confirmed that Mather & Co are doing the museum fit out and they are liaising with BC at BFAW.
- 8.2 *Action: SC to seek verification from RA about Mather & Co appointing their own M&E.*

## **9. AOB**

- 9.1 VG raised that CCTV hadn't been discussed. NB advised that the data points and camera positions have been highlighted on the drawing however can't be decided until contractor has been appointed.
- 9.2 It was noted that a decision needs to still be made with regards to how CCTV will be monitored – whether it will be in house or monitored independently.
- 9.3 *Action: SC to schedule a meeting to discuss further.*
- 9.4 VW raised that an alarm system will need to be fitted for Museum Services and humidity would need to be controlled as RA deals with a lot of fine art. NB confirmed that all has been accommodated in the specification.
- 9.5 *Action: Internal meeting to be arranged asap. NB requested all feedback from drawings by the end of January to ensure that there are no delays.*
- 9.6 SC confirmed all drawings are available on the G drive and a link would be sent out to all internal officers to show where they can view these.

**11.30am Close of Meeting.**

Minutes Taken By: Kiren Kalirai

Title: Project Support Officer