

CONFIDENTIAL

NORTH HERTFORDSHIRE DISTRICT COUNCIL

**Minutes of Meeting for North Hertfordshire Museum / Community Facility
Design & Construction Team Meeting**

Held on: Friday 28th February 2014 11:00am

Location: District Council Offices Committee Room 2

Present

Name	Initials	Company	Initials
John Robinson	JR	North Hertfordshire District Council	NHDC
Cllr Tony Hunter	Cllr T	North Hertfordshire District Council	NHDC
Steve Crowley	SC	North Hertfordshire District Council	NHDC
Gavin Ramtohal	GR	North Hertfordshire District Council	NHDC
Keith Gayner	KG	North Hertfordshire District Council	NHDC
Sharon Nahal	SN	North Hertfordshire District Council	NHDC
David Leal-Bennett	DLB	Hitchin Town Hall Ltd	HTHL
Brent Smith	BS	Hitchin Town Hall Ltd	HTHL
Morag Norgan	MN	Hitchin Town Hall Ltd	HTHL
David Parsley	DP	Hitchin Town Hall Ltd	HTHL
David Morgan	DM	Legal Representative	HTHL
Neal Charlton	NC	Buttress Fuller Alsop Williams	BFAW

Apologies: None

Introductions

Introductions received from all attendees.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Quotations of Additional Works

JR requested that Hitchin Town Hall Ltd ensure that any requests for additional works is presented fully to NHDC for consideration. Such items to do deviate BFAW's time to the project and that of officers especially where quotations are being sought from Borrás. NHDC is happy to consider any suggestions but it must be noted that this does have an element of time and cost implications to the project.

3. Site Visits & Protocols

JR reiterated that in line with the Development Agreement, Hitchin Town Hall Ltd have to provide reasonable notice to attend site and that there must always be a Council Officer in attendance at such visits.

It was noted that the recent request to visit on site only came a couple of hours before Hitchin Town Hall Ltd turned up on site and although this was considered reasonable because of the urgency, entering the site without officers present was not.

DLB requested that a standing date and time be arranged on a weekly basis for Hitchin Town Hall Ltd to attend site. SC advised that he would look in to this but that it may be subject to change as it was dependant upon works currently underway on site.

Action: SC

In addition, SC requested that Hitchin Town Hall Ltd forward any photos they had taken whilst on site so that these could be approved by Borrás.

Action: Hitchin Town Hall Ltd

4. Communications

JR advised that there had been a number of further instances where DLB had contacted senior Councillors and the Chief Executive on matters relating to the project often without copying him in. JR advised that Hitchin Town Hall Ltd needed to adhere to the liaison arrangements outlined in the Development Agreement and to ensure that any contact is through him or other approved officers in the first instance.

Close of Meeting 12:25 hrs

Minutes Taken By: Keith Gayner

Title: Parks and Open Spaces Officer – Contracts and Major Projects

Signed:

A handwritten signature in blue ink, consisting of a large, stylized initial 'G' followed by several loops and a horizontal line extending to the right.