

North Hertfordshire Museum/Community Facility Design & Construction Team Meeting



Notes of Meeting

Meeting held on 3rd July 2014
Meeting commenced at 10.15 am

- Invitees:** NHDC: John Robinson , Vaughan Watson, Steve Crowley, Ros Allwood
- Hitchin Town Hall Ltd: David Leal-Bennett, Brent Smith, David Parsley
- Present:** NHDC: John Robinson , Vaughan Watson, Steve Crowley, Ros Allwood
- Apologies:** Non Received
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JR advised that Hitchin Town Hall Ltd had been requested to confirm attendance at the meeting (as agreed by Hitchin Town Hall Ltd and NHDC at the meeting of Project Board on 18th June 2014) by way of three emails on 19th, 25th and 30th June but no response had been received. Having deferred the start of the meeting to allow for late arrival, the meeting commenced at 10.15 am.

JR asked the team to provide any further updates or comments on the design submitted by Mathers and the team confirmed there were none.

The Project Manager reported:

- Still concern that Hitchin Town Hall Ltd have not responded to NHDC's suggestion re café seating provided by Mathers. Noted that whilst fit out was a matter for Hitchin Town Hall Ltd, unless a decision to reallocate a small amount of space from the server to the seating area was made by Hitchin Town Hall Ltd, seating would be difficult to accommodate.
- SC has not received feedback on queries re kitchen design requested last week and this may become critical in the next two weeks.
Action: Hitchin Town Hall Ltd
- SC will forward Buttress decorating scheme options to Hitchin Town Hall Ltd for comment. These have been prepared in accordance with Hitchin Town Hall Ltd's requirements.
Action: SC

- Noted Mather are currently managing the PQQ for tenderers and tender package is due to be concluded by the end of July.

John Robinson
Strategic Director Customer Services

3rd July 2014