



## SPECIAL PROJECT BOARD MINUTES

**Project:** North Herts Museum & Community Facility

**Date:** 10<sup>th</sup> March 2014

**Classification:** Confidential

**In Attendance:** Councillor Tony Hunter, Councillor Tricia Cowley (NHDC Advisor), John Robinson, (Project Executive), Vaughan Watson (Deputy Project Executive), Steve Crowley (Project Team), Neal Charlton (BFAW), Ros Allwood (Project Team), Sharon Nahal (Minutes), David Leal-Bennett (Hitchin Town Hall Ltd), David Parsley (Hitchin Town Hall, Advisor), Rosemary Read (Hitchin Town Hall Ltd note taker)

**Circulation:** Those attending, Project Librarian, Brent Smith

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**1 Apologies**

Brent Smith (Hitchin Town Hall Ltd)

**2 Minutes of the Last Meeting**

As this was a Special meeting of Project Board these were deferred until the next scheduled meeting.

**3 Exception Report No 9**

SC presented his report [REDACTED]. The report provided information from all parties for the Project Executive to determine a way forward.

[REDACTED]

[REDACTED]

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**Meeting between Hitchin Town Hall and NHDC on Friday 28<sup>th</sup> February 2014**

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- SC to schedule programmed meetings of the Design Team at appropriate points during the period of the project, noting that such meetings may be cancelled or adhoc meetings arranged to deal with any pressing matters  
Action: SC
- DP will meet with NC and SC to review the M&E specification. JR advised that whilst he was happy to support this, it should be noted that Borrás had already appointed their contractor and changes may not be subsequently agreed although efforts would be made to accommodate these subject to time and cost constraints.  
Action: DP/NC/SC

- That a presentation be made to Hitchin Town Hall Ltd at DP's request to incorporate the overall design approach and detailed development of specific elements.

Action: SC

