

SPECIAL PROJECT BOARD MINUTES

Project: North Herts Museum & Community Facility

Date: 10th 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

1 Apologies

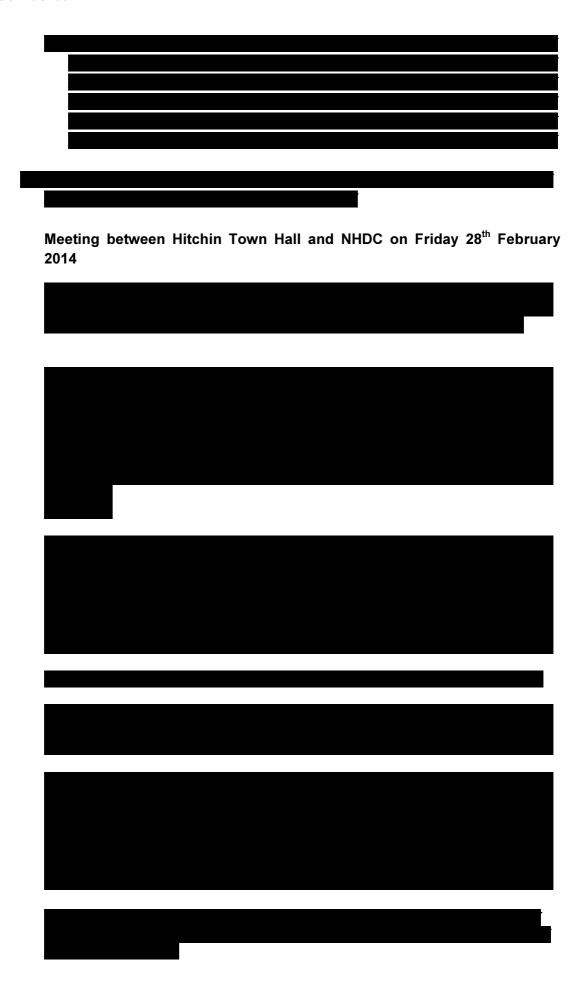
Brent Smith (Hitchin Town Hall Ltd)

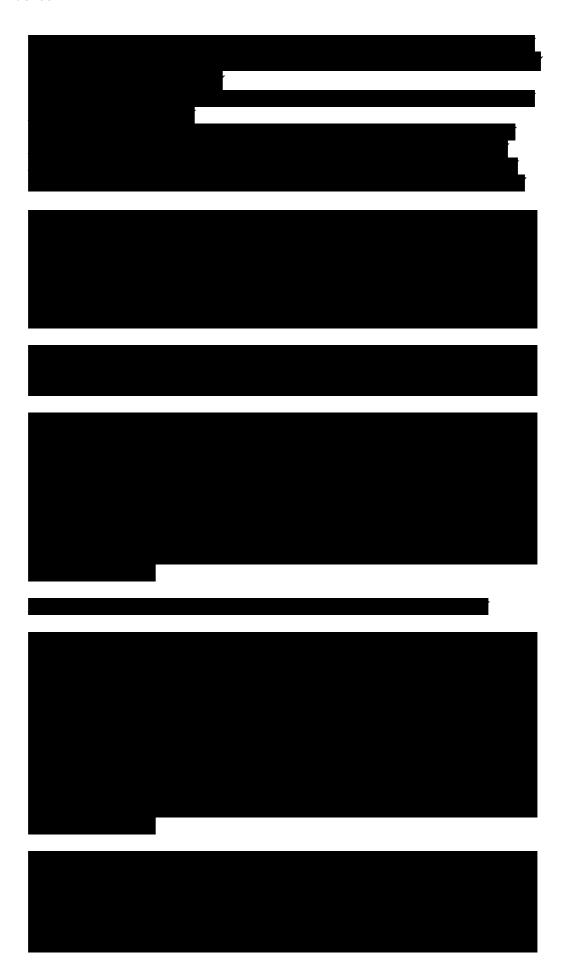
2 Minutes of the Last Meeting

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

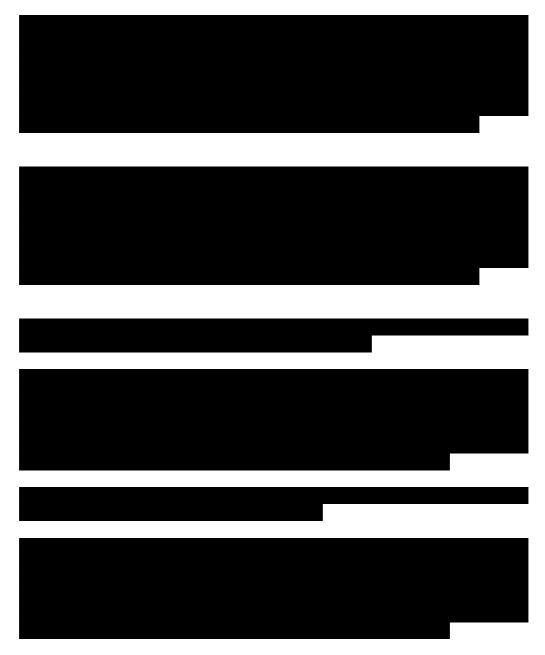
3 Exception Report No 9

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

Confidential

 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