

North Hertfordshire Museum/Community Facility Design & Construction Team Meeting



Notes of Meeting

Meeting held on 21st August 2014

Present: NHDC: John Robinson, Vaughan Watson, Keith Gaynor, Jack Hughes, Sharon Nahal (Notes)

Hitchin Town Hall Ltd: Stephen Pike, David Leal-Bennett

At the start of the meeting JR advised that NHDC were in receipt of an FOI request from Mr Chris Parker requesting a full copy of the Development Agreement. As set out in the Development Agreement, John will be writing to Hitchin Town Hall Ltd to formally seek their approval and a letter would be despatched later that day. DLB and SP confirmed that they were happy for the full document, without redactions, to be released.

1. Notes of the Last Meeting: 3rd July 2014

• Café Seating

SP requested confirmation of the position in relation to the Café seating issue. JR explained that Mather had helpfully produced two options for the café seating areas for Hitchin Town Hall Ltd's consideration. The options illustrated use of an area not associated to Hitchin Town Hall Ltd which NHDC were willing to consider allocating for seating. At this time, it was noted that unless a decision to reallocate a small amount of space from the servery to the seating area, seating would be difficult to accommodate.

SP confirmed that as discussed with Denise Marsh, their specialist consultant, it was not possible to reduce the servery and that Hitchin Town Hall Ltd would have to accommodate the 28 seats within the allocation of space available.

• Kitchen Design

SP confirmed Hitchin Town Hall Ltd were unable to fund the additional items they had requested and confirmed that Brent Smith's email of 15th August 2013 was correct and that NHDC should proceed the kitchen layout as previously issued.

Action: SC/KG

2. Listed Building Consent

JR provided Hitchin Town Hall Ltd with formal notice of the Planning Decision documents from the Planning Control Committee. These were reviewed and it was noted that the paint scheme for the Hall and Museum would need to be considered by a meeting of the Planning Committee. The next meeting of the Committee was scheduled for 11th September 2014 where the paint scheme would be presented.

JR advised that due to this decision by the Planning Committee, there would be additional cost and time delay on the project. At present, we were awaiting the detail of the time and additional cost implications.

It was therefore critical that the paint scheme be agreed by no later than 26th August in order for the Council's Architects to prepare a report and for this to be considered by the Planning Officers.

3. Grease Trap

Further to an email from BS where he advised that a grease trap in the kitchen was required and that, as this was a statutory requirement, NHDC would need to bear the cost, JR advised that a grease trap was not included within the specification for the project nor, was it included in Hitchin Town Hall Ltd's essential requirements.

It was confirmed that a grease trap beneath the ground would cost in the region of £8k as this would entail intrusive works as slabs had already been laid. However, a commonly used surface mountable grease trap was discussed as an alternative suitable option. SP spoke with BS over the phone who confirmed that he had not personally ever seen these but considered it would be satisfactory SP advised that Hitchin Town Hall Ltd were happy to proceed with the surface mountable grease trap.

Action: SC/KG

4. Vending Store

Further to discussions with the Council's Architect, JR advised that dimensions of the proposed vending machines were required as soon as possible from Hitchin Town Hall Ltd.

Action: SP/DLB

The location of the vending machines was considered and, to ensure that customers to the Museum and Town Hall are able to use the facilities easily, it was agreed to place the vending machine towards the end of the Museum shop display with a view to incorporating these in to the 'shop fitting'.

Action: SC/KG

5. Paint Schemes

JR referred to previous correspondence and design suggestions provided by NHDC and requested Hitchin Town Hall Ltd's comments. Suggested paint schemes from the Council's Architects were considered and it was noted that:

- **Lucas Room**

Option 1 was confirmed as the preferred option by Hitchin Town Hall Ltd

- **Main Hall**

There was some discussion around the suggested colour scheme for the hall. JR advised that in order for Hitchin Town Hall Ltd to consult with the various community groups in Hitchin on the scheme for the Hall, the deadline Hitchin Town Hall Ltd suggested could be extended to 26th August 2014. It was agreed that DLB/SP would advise VW of their preferred colour scheme for the Main Hall by 26th August 2014.

Action: SP/DLB

6. Cold Store

VW requested details as to when Hitchin Town Hall Ltd intended to submit their Planning Application for the Cold Store. SP spoke with BS over the phone who advised that it would be submitted within the next two weeks.

VW explained that once this had been approved, NHDC would proceed with sourcing and installation of the store.

Action: SP/DLB

John Robinson
Strategic Director Customer Services

22nd August 2014