

North Hertfordshire Museum/Community Facility Design & Construction Team Meeting



Notes of Meeting

Meeting held on 1st October 2014

Present: NHDC: John Robinson, Steve Crowley, Ros Allwood, Sharon Nahal, Keith Gayner (Notes)

Apologies: Hitchin Town Hall Ltd:

JR made reference to an email from Rosemary Read dated 20th September 2014 which confirmed there would be no HTH Ltd representatives at the meeting. .

JR stated the meeting would proceed as scheduled to avoid delays and increased cost.

1.0 Actions Arising Last Meeting 21st August 2014

1.1 Café Seating

HTH Ltd confirmed at the last meeting it did not have the financial resources available to make changes to the café seating or servery. Buttress to proceed with the agreed Contract specification.

1.2 Kitchen Design

Buttress instructed to proceed with the kitchen layout as 'previously issued' referenced in Brent Smith's email dated 15th August 2014.

1.3 Listed Building Consent

Paint scheme agreed by Planning Control Committee 11th September 2014. Buttress have instructed Borrás Construction Ltd to proceed with the decoration to the Town Hall with Listed Building Consent discharge of conditions notice 14/02301/1DOC colour scheme issued.

1.4 Grease Trap

At the meeting held on 21st August it was agreed with HTH Ltd to proceed with a commonly used surface mountable grease trap based on the advice received from Buttress. Action an instruction has been issued to Buttress to allow for this approved method.

1.5 Vending Store

On the 21st August 2014 it was agreed with HTH Ltd the vending machines would be located towards the end of the Museum shop display. Subsequent to this meeting Buttress identified an alternative location on the 26th August 2014, drawing reference

7198-SK 029-190814. The location was discussed on site with David Leal-Bennett on the 5th September 2014 and identified to be a more suitable location subject to the agreement of HTH Ltd. Stephen Pike approved the location on the 17th September 2014 and with client approval Buttress have now been instructed to proceed.

1.6 Paint Schemes

JR advised that HTH Ltd were not able to meet the extended deadline of the 26th August 2014 relating to their preferred colour schemes. Based on advice from Buttress NHDC submitted a colour scheme to the Planning Control Committee for consideration in consultation with HTH Ltd (see 1.3 above)..

1.7 Cold Store (refer to agenda item 4)

2.0 Balcony Entrance to Museum

JR confirmed receipt of a detailed drawing from Buttress (drawing ref: 7198 (32) 012/D150 pdf) regarding works to construct a new entrance between the balcony and museum. This has been circulated to HTH Ltd. The details provided are in accordance with the original Contract Specification.

Action SC to instruct Buttress to proceed.

3.0 Toilet Colour Scheme & Showers

JR referred to the email SC circulated to HTH Ltd on the 19th September 2014 seeking feedback on the colour scheme options provided by Buttress for the toilets and showers. In the absence of feedback on the colour schemes from HTH Ltd in response to the email and communication with Project Board on the 23rd September 2014 it was agreed to proceed with the 'hessian scheme'.

JR agreed to seek advice in respect to the disabled shower to resolve the issues identified by Buttress.

4.0 Cold Store: Securing Approvals

Brent Smith provided a detailed drawing on the 12th September 2014 (CAD drawing ref: PD14-145-01 A) regarding the proposal to install an external cold store. The drawing supports HTH Ltd application for Listed Building Consent and Minor Amendment Planning Permission. Once permission has been granted NHDC will procure the cold store and arrange for installation.

Action HTH Ltd required to submit application.

5.0 Location of Memorial Board

Noted that HTH Ltd previously indicated they would prefer to find an alternative fixing for the board. NHDC would expect this to be in an equally prominent position to reflect its importance.

Action HTH Ltd to establish if they have a preference.

6.0 A.O.B

SC reported the current pigeon deterrent on the building was not repairable and would need to be replaced. Buttress have examined the options and would recommend replacing the deterrent with like for like replacement.

Action SC to consult on planning approvals / instruct Buttress to replace with like for like.

John Robinson
Strategic Director Customer Services

1st October 2014