

North Hertfordshire Museum/Community Facility Design & Construction Team Meeting



Notes of Meeting

Meeting held on 16 June 2015

Present: NHDC: John Robinson, Steve Crowley, Ros Allwood,
Apologies from: Jack Hughes, Vaughan Watson, Kiren Kalirai

1.0 Apologies

- 1.1 Apologies received from Jack Hughes, Vaughan Watson and Kiren Kalirai
- 1.2 JR advised no apologies were received from HTH Ltd. JR re-iterated that highlighted paragraphs on the draft minutes which were agreed are to be redacted before they are published on the Council's website as they contained information concerning current confidential contractual negotiations or other confidential items.

2.0 Minutes / Actions Arising from Last Meeting (21.05.15)

- 2.1 SC has investigated the possibility of paying Lightbrigade's sub-contractors directly; however, they have stated this is not an option that they would consider. SC has also investigated other options with the Council legal officer and additional clauses have been added to the JCT contract to protect the Council if Lightbrigade did go into administration.
- 2.2 JR suggested that SC asks Mather & Co Ltd for a quotation to undertake supervision of cafe fit out if this was requested. This has currently not been progressed due to the Council not knowing if this element will be included in the project.
Action: SC to progress once known.
- 2.3 Ay-Pe's contract is with the Council's legal department, they had stated this should be completed and sent out by Friday 19th June.
Action: RA to chase legal and ensure contract is sent out.
- 2.4 SC advised that legal services are currently filling in the legal sections of the JCT contract for Lightbrigade, once this has been completed SC will need to check prior to it being sent to Mather who will complete and forward to Lightbrigade.
Action: SC to liaise with legal to ensure this is completed.

- 2.5 RA confirmed that she is having weekly updates with Mather & Co Ltd regarding both fit out contracts.
Action: RA to bring updates to future meetings
- 2.6 RA confirmed that most of the equipment that was identified for use by Hitchin Town Hall Ltd on site has been moved and is locked away securely.
- 2.7 SC confirmed that the step from the café to the Kitchen is legally acceptable in terms of height, therefore, this door has not been locked
- 2.8 RA confirmed that arrangements are in place for security visits of the building during the night and the alarms are in operation
- 2.9 SC to arrange for fencing to be placed around the building to keep it secure.
Action: SC to action.
- 2.10 JR has asked if we can arrange a visit for the Councillors after the elections as it would be beneficial as Members have been asking when they can visit. JR also suggested that RA could show the Arts and Heritage Forum group around in due course.
Action: JR to identify suitable dates

3.0 Update on Museum Fit-out

- 3.1 RA explained that Lightbrigade are due to complete their fit out by October 2015, this is when the showcases will be degassed. Following that, the objects will be installed. There are concerns as Lightbrigade's project plan shows them completing in the middle of September not October.
Action: RA to check Lightbrigade's programme with Mather & Co, as this suggest there has been some slippage which has not been identified.
- 3.2 RA explained that there will be a site meeting prior to Lightbrigade starting on site.
Action: RA to arrange with Mather.
- 3.3 SC explained that a second quote has been requested for the fit-out of the café.
Action: SC to chase quote.

Update of Audio Visual Fit-out

- 3.4 RA confirmed that Ay-Pe are currently on time and their elements of the fit-out are progressing well.
- 3.5 RA explained that she is providing the Justin from IT with regular updates on the project and he will be invited to attend meeting that will require his involvement.

4.0 Progress Update on Build

- 4.1 SC advised that the external works are progressing, however, Borrás are currently waiting for specific items to arrive before they can complete this.

- 4.2 SC has been chasing Borrás via Buttress to confirm Practical Completion, Borrás have not yet responded, however, their original date for completion was the end of June.
Action: SC to continue chasing Borrás via Buttress

5.0 AOB

- 5.1 External Signage: SC explained that the 2 different letter styles are being produced for the external signs. When these arrive SC will present to planning officers and then submit for approval.
Action: SC to present to planning officer once received
- 5.2 Internal signage: JR was pleased with the signage that has been proposed and is happy for this to be progressed.
Action: RA to progress with signage
- 5.3 Damp in basement store: RA explained that there has recently been water in the basement which is coming up through the floor. Need to decide how this area is resolved. SC confirmed that the cost of this was identified in the March Council report. Due to this RA will need to consider other storage options.
Action: RA to investigate other storage options, to include the cost of storing at Hitchin Museum and using other areas of the building.
SC to liaise with Buttress to agree final account with Borrás to enable the Council to determine options for tanking the basement.
- 5.4 As an update to the previous minutes (5.5) as shown below. JR reported that the Council is trying to progress this. However, as yet there is no indication of an outcome. Once a position is known this will be reported to Full Council.
- 5.5 *JR confirmed that it was anticipated that a public opening of both buildings would be during the course of October 2015. As a result of this, it was likely that NHDC would face additional costs to equip and fit out the Town Hall but authorisation of these was subject to approval by Council. JR intended to report seeking this authorisation in July and RA, JR and SC were requested to consider additional costs, areas where collaboration between two operational teams could reduce costs and other practical steps needed to be taken where there were cost implications to be included in a draft of a report for Council which would be circulated in due course.*
Action: SC/RA/JH

Steven Crowley
Contracts and Projects Manager

17 June 2015