

PROJECT BOARD MINUTES

Project: North Herts Museum & Community Facility

Date: 26th March 2014

Classification: Confidential

In Attendance: Vaughan Watson (Deputy Project Executive), David Scholes, Chief Executive, Steve Crowley (Project Team), Neal Charlton (BFAW), Ros Allwood (Project Team), Sharon Nahal (Minutes), David Leal-Bennett (Hitchin Town Hall Ltd), Brent Smith (Hitchin Town Hall, Advisor), Julie Raymond ACF, Robert Marchant ACF, Rosemary Read (Hitchin Town Hall Ltd note taker)

Circulation: Those attending, Project Librarian, Councillor Tony Hunter, Councillor Tricia Cowley and John Robinson

1 Apologies

Councillor Tony Hunter, Councillor Tricia Cowley and John Robinson.

2 Minutes of the Last Meeting

Prior to the commencement of this item, DLB advised that he was going to record the meeting. VW advised that he understood that DLB had made a request for all future meetings to be recorded as he was unhappy with the minutes. However, this request was being considered by the Project Executive and his request to record the meeting was declined, particularly as Hitchin Town Hall Ltd had brought along their own note taker. DLB advised that he had ceased recording the meeting on his iphone but wanted the minutes to reflect his displeasure.

A request from Hitchin Town Hall Ltd that morning to start fifteen minutes later had been declined due to existing commitments from other Board representatives. VW confirmed that due to the fifteen minute delay in commencing the meeting, Project Board needed to ensure that business was concluded by 2.00 pm to meet other Board Members existing commitments.

- **11th December 2013**

In reviewing the minutes from this meeting Project Board noted DLB's unhappiness that that minutes of the July were not amended as per his previous comments. VW noted DLB's statement, however, as the minutes had previously been agreed at subsequent Project boards the agreed minutes would remain.

The minutes at page 3 be amended to list action under the first table to SC rather than DLB.

Action: SN

- **10th March 2014**

In reviewing the minutes from this meeting, DLB advised that he felt that a number of comments made by Hitchin Town Hall Ltd had not been reflected in the minutes and tabled suggested amendments to the draft minutes. VW said that due to time constraints and the number of amendments, it was agreed that the written amendments provided by DLB would be considered at the next meeting of Project Board DLB also stated that he did not agree with the 4th paragraph on page 3 of the minutes which VW explained was a direct lift from the Project Manager's report and therefore would need to remain in its entirety.

Action: Proposed amendments by Hitchin Town Hall Ltd to be considered at next Project Board

3 Highlight Report No 9

The Project Manager was asked to present his previously circulated highlight report. The key elements of discussion and consideration were:-

- JR of ACF asked questions relating to the overall project timetable. SC advised that the project was still within the overall time and the build element would be completed by the 16th January 2015. ACF asked when the building would be open. The public opening still remains as planned for the 22nd June 15
- Stage nine of the project was overall satisfactorily completed with the exception of three tasks reported. HTH Ltd raised questions regarding the steelwork to the upper floor of museum store. SC confirmed that this was located at the rear of the stage and the works would not delay the overall project
- SC advised that detailed content design was currently being finalised with Mather & Co and should be completed within the next 2 months. DLB advised that whilst this was not on the critical path of the project, he felt that this was on the critical path for Hitchin Town Hall Ltd's ramp up plans. DLB asked why Hitchin Town Hall Ltd were not invited to the recent meeting with Mather & Co. SC responded by confirming that the meetings was about Museum fit out therefore Hitchin Town Hall Ltd's presence was not required. However, in discussing this, VW advised that he would consider an additional programmed meeting of the Design Team to discuss the café design when the Board considered future meetings dates at item 4 of the agenda.
- JR of ACF asked whether confirmation had been received from HLF on the second stage of the application. RA confirmed that news should be imminent. NC advised that Mather & Co had stood down until confirmation of the award was received. However, they attended the recent meeting as a good will gesture.
- VW said issues regarding an alleged Breach of the Development Agreement by HTH Ltd will be dealt with outside Project Board in accordance with the processes stated in the Development Agreement.

- At this stage in the meeting, BS tabled drawings for NC and commented that whilst HTH Ltd architect had done a 'straight lift' from NC's drawings, these, in his opinion, did not show the wall as a block wall. VW called the meeting back to the agenda and confirmed that the matter of the alleged breach was a separate matter and not for discussion at this meeting.
- DLB at this point in the meeting questioned the Council's use of Prince 2 and stated that DP one of their advisors had a considerable amount of experience of working in a number of projects using Prince 2 and was 'was not stupid'. VW advised that he noted that DLB had sent an email requested information on the Council's use of Prince methodology and that a response from the Project Executive would be provided in due course. However, the Council's own Project Management practices uses some of the Principles of Prince 2 and our Project Manager is a trained Prince 2 Practitioner
Action: JR
- Future Project Board meeting [dates] proposed were agreed
- DLB made comments about the lack of programmed design and construction meetings since the development of the DA and the contract specification. VW advised that programmed meetings were previously required to obtain consensus for the development of these documents. Future programmed meetings are now required for agreement to finishes etc to the project and these need to be discussed at item 4 in the agenda
- JR of ACF raised questions over finance, SC advised that contingencies for the project are currently being considered, VW said NHDC are fully aware of their commitments/obligations due to any delays in accordance with various agreements/contracts with all parties. Hence, the importance for no further delays for completion of the construction of these facilities
- Changes and additions to the risk and issues log were accepted. These were for the issues log HTH Ltd alleged claim of Breach of the Development Agreement and , for the risk log where item 4 was reduced in risk from an 8 to a 6 as work had now progressed to a stage that reduced the level of risk. New risk item 39 relating to HTH Ltd alleged claim of Breach of the Development Agreement was added.
- Stage 10 – next stage was considered, HTH commented that the next stage for the Hall included tasks that were in dispute. VW said, as previously mentioned the project is being delivered against the agreed contract specification and project timetable and therefore there is no dispute with the building contract
- Friday 21st March 14 a special meeting of the design and construction team took place. It was accepted that M&E tasks in the next stage relating to first fix need to be agreed for the Town Hall ASAP. In terms of many of the other requests, SC advised that these should be undertaken by HTH Ltd as a second fix after practical completion currently planned for the 16th Jan 2015.

4 **Future Meetings**

As the project is now in the build stage, a proposed programme of design and construction meetings in May, Aug and Dec 14 were discussed and agreed. An additional meeting was proposed in April and dates will be circulated for consideration and agreement.

Action SC

Meeting closed at 2pm