

PROJECT BOARD MINUTES

Project:	North Herts Museum & Community Facility
Date:	1 st July 2015
Classification:	Confidential
In Attendance:	Councillor Tony Hunter (NHDC), John Robinson (Project Executive), Steve Crowley (Project Team), Ros Allwood (Project Team), Sharon Nahal (Minutes)
Apologies:	Councillor Tricia Cowley (NHDC Advisor), Vaughan Watson (Project Team)
Circulation:	Those attending, Councillor Tricia Cowley, Vaughan Watson

JR advised that at the request of Councillor Needham, Leader of the Council, Tricia Cowley had been invited to stay on the Project Board to continue to act as a Project Board Advisor. TC agreed to remain on the Board but tendered her apologies for this meeting. It was noted that JR would liaise with TC to confirm that the Council's procedural rules would still apply and need to be adhered to by TC.

Action: JR

1. Apologies

Apologies were received from Tricia Cowley and Vaughan Watson.

2. Minutes of the Last Meeting held 16th April 2015

The minutes of the meeting held on 16th April 2015 were agreed. Subject to the correction detailed in minute 3 below in respect of 'practical completion' it was noted that Hitchin Town Hall Ltd had not provided details of individuals and organisations who were members of Hitchin Town Hall Ltd despite undertaking to do so at the meeting held 18 June 2014.

Action: Note

3. Project Update

- **Highlight Report No 13**

The Highlight Report detailed all activity between 17th April 2015 – 1st July 2015.

The tasks completed to date were as follows:

Stage Thirteen 17/04/15 – 01/07/15	Date Due	Date Completed
Construction Contract		
Front entrance (paving)	July 2015	Incomplete
Snagging	July 2015	Incomplete
Museum Fit Out		
FF Fit –out drawings completed by Light Brigade	26 June	18 June
GF Fit –out drawings completed by Light Brigade	26 June	26 June

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Audio Visual content meeting	29 June	29 June
1 st floor object labels checked and sent	30 June	30 June
Terrace Gallery labels checked and sent	30 June	30 June
Production of new Education leaflet	17 April	7 April
Production of museum flyer	1 May	12 May
Finalise pricing arrangements	30 May	Ongoing
Order branded items for museum shop	26 June	Ongoing
Final selection of existing furniture from Council Offices	16 May	16 May
Purchase and installation of new/existing furniture	4 June	March and ongoing
Town Hall Fit Out – Indicative and Contingency		
IT – Data Connection	17 June	Not Complete
Telephony – Procurement and installation	24 June	Not Complete
Café – Design, construction and installation	3 June	Not Complete
Purchase and Install of fit out items – Audio Visual, Electronic Point of Sale, Blinds	4 June	Not Complete
Installation of IT hardware	17 June	Not Complete
Museum and Town Hall Operational tasks		
Cleaning Manuals	2 July	In Progress
Risk Assessments	2 July	Not Complete
Maintenance Schedule	2 July	Not Complete
Fire/Evacuation Policy	2 July	Not Complete

Front Entrance

SC advised Project Board in Highlight Report 12 that works to the front entrance would be undertaken outside of the main construction contract. The original estimate was to complete this work by 1 July 2015, however, there has been subsequent delays as a result of sourcing materials. Buttress have given a revised completion date of the 30 July 2015.

Snagging

A snagging list has been produced and Borrás are undertaking this, however, at the time of writing this report not all work has been completed. Buttress will be arranging a date with Borrás to undertake a site visit so sign off the snagging. Councillor Hunter requested that this be arranged as soon as possible.

Action: SC

Contingency/Indicative Nature of Town Hall Operation Tasks

The dates given in Highlight Report 12, under Item 7 Products Due, were indicative in nature and it was agreed at the meeting of Project Board on 16 April 2015 that as no authorisation has been given for these items, they cannot be progressed. It was also agreed that these dates be amended to include lead times and reflect an anticipated Council decision on 14 July 2015.

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Museum and Town Hall Operational tasks

These works are ongoing and progressing and works under this title cannot be completed until final handover of the facility and final sign off from Building Control.

Museum fit out

The project team and Mather met the fit-out contractor, Light Brigade, and the AV contractor, Ay-Pe on 5 March 2015 for a start up meeting. Since then work has been ongoing, with Light Brigade producing computer animated 3D models to allow them to draw up the detailed showcase designs. They have been working with the showcase manufacturers, Armour Ltd., on the details and housing of the cases. Case materials have been ordered and LightBrigade has also been testing materials such as the Corian for the wall-cladding and plinth bases. Work begins on site week commencing 12 July.

There was some discussion regarding the issuing of the contract and that, this was still outstanding even though work had commenced on site. JR requested that this matter be rectified as soon as possible and included on the lessons learnt log.

Action: SC

Construction Contract

It was reported in Highlight Report 12 that Practical Completion took place on 10 April 2015, however, this was not the case. This should have stated that Partial Possession took place on this date. The reason for this was because Buttress was not prepared to issue the Practical Completion certificate until they were satisfied that Borrás had completed a number of external works. These works included the main entrance and work to the building. Now that the majority of this work has been completed and the only area that is outstanding is the steps and ramp to the Town Hall (due to be completed by end July 2015) the Practical Completion certificate was issued to Borrás on Friday 26 June 2015.

North Hertfordshire Museum

The new museum staff structure began in April, resulting in a strong team after a time of uncertainty. Staff will not work the new museum opening hours, with weekends, until shortly before the opening. The museum team is continuing the delicate work of packing paintings, and sorting the many items ready for removal to the new museum, Burymead, or temporary storage in one of the museums. Label writing will be completed to plan for the end of June; all labels have been sent to representatives of local groups for fact-checking.

The Audio-Visual aspects of the museum are coming on extremely well. An initial meeting was held with Mathers, contractors Ay-Pe, and curators on 15 April, with a follow-up meeting on 29 June to finalise the Augmented Reality exhibit. Ay-Pe have produced three excellent shadow theatre folktale scripts, and engaging scripts for the four Biggin scenarios. Our next Audio-Visual task is to label the photographs which will be displayed on digital screens; visitors will see changing digital images of every village in North Herts., and many of our paintings. We are currently in discussions with a local firm about using the museum as a showcase for their digital beacons.

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Financial Update

The latest Quantity Surveyors report number 15 has reported the estimated construction cost as £3,399,241 and an overall total cost of £3,455,949. The figure of £3,455,949 was reported and approved at Full Council on 10 March 2015. The reason for the £56,708 variance is due to risk items that Buttress and Borrás then to resolve to provide a final account.

Project Issues

The table below is an extract from the Issue log (Appendix 2), this shows the issues that are currently relevant to this project. Some of the issues identified in the Issue log are currently impacting on the project: -

Type	Description	Author	Status
Partnership Arrangements	Need to manage public and community expectation of project	SC	Ongoing
Legal & Project	<p>It has been alleged the block work wall to form the two storey storage area to the rear of the stage may be in breach of the Development Agreement.</p> <p>The Council has responded back to HTH Ltd, to date HTH Ltd have not taken further action.</p> <p>At a previous meeting of Project Board Hitchin Town Hall Ltd indicated that the matter was with their lawyers.</p>	KG	Ongoing
Legal & Project	NHDC served notice of breach on 21 st July 2014 and are currently considering HTH Ltd's response	SC	Ongoing
Project	<p>Our lead architect Buttress have noted large amounts of damp and running water which has managed to penetrate the structure in the basement causing on going issues with decoration. They see little benefit in progressing the decoration to these very damp areas and have advised to place the works on hold or possibly omit from the Contract whilst investigations continue to find a solution</p> <p>June 2015 - damp has reappeared, therefore it is advised that this item is fully investigated when the final account for the construction is known, with an aim to resolve this matter.</p>	KG	Ongoing
Project	Delays in the installation of external and internal IT infrastructure as a result of third party contractor delays	SC	Ongoing

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Information Technology	The current timetable for the IT infrastructure has been delayed due to external providers taking longer to undertake site surveys. The current completion date is 31 August 2015, this does not impact on the critical path, however, does reduced the tolerance on this task. Officers will continue to monitor this item.	SC	Ongoing
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SC advised that IT had advised that there would be a delay to the IT element of the project due to delays from BT in providing Broadband. It was noted that the order was not placed with them until recently and delays might have been avoided. JR requested that this be recorded on the lessons learnt log and that this could impact the overall project completion date. JR requested SC liaise with IT to ascertain the completion date in order to understand any potential delays to the programme.

Action: SC

Project Board also noted that the damp issue had still yet to be resolved. SC advised that there was little benefit in progressing the decoration to these very damp areas and had confirmed that works on this area were on hold and this will be progressed once the final account for the construction contract is known..

Risk Log

The Risk Log was considered and along with the changes noted.

Products Due Next Stage

Project Board need to be informed of the next stage. The table below identifies the key tasks and dates that need to be completed in this stage:

Next stage 01/07/2015 – 12/10/2015(stage fourteen)	Completed by
Construction Contract	
Front entrance (paving)	31 July
Snagging	TBC
Museum Fit Out	
Contractor start on site	13 July
FF Showcase installation	31 August
GF Showcase installation	7 September
Fit-out Handover	5 October
AV pre-install sign off	25 July
AV final sign off	25 September
Installation of racking and stored items	July onwards
Shop stock ordered	End July
Object install in new cases	September
New Museum Leaflet	September
Staff training on site	1 October on
Town Hall Fit Out – Indicative/Contingency Arrangements	
Café/Kitchen – Design, Procurement and Installation	15 October

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Vending - Agree supplier and installation	27 August
Staffing – Agree structure, Recruitment, Selection and Training	24 September
Alcohol Franchise – Tender, Selection and Commencement	8 October
Normal Operating Procedures	30 September
Emergency Action Plan	30 September
General Fit Out Items	10 September
Museum and Town Hall Operational tasks	
It Infrastructure and Telephony	31 August

Town Hall fit out – Indicative/Contingency Arrangements

Contingency arrangements included in the above table are indicative pending the decision of Council on 16 July 2015. The dates given are based on estimated lead times on the assumption that authorisation is granted by Council.

Impact of Changes

Due to items that have been raised in this and previous highlight reports the total delay on the project is currently 27 weeks.

Keys Tasks for Project Board to Consider

Following consideration by Project Board the Project Executive agreed the following:

- To endorse the Project Risk Log
- To endorse the Project Issue Log
- To endorse completion of stage 13
- To allow stage 14 to commence

4. Any Other Business

Project Board considered the draft reports due to be considered by Council on 16 July 2015. Project Board agreed that the reports provided an accurate representation of the current position and concurred with the view that Hitchin Town Hall Ltd had become increasingly unreliable and disruptive in its approach and requested that this was reflected in the report.

Action: JR