

PROJECT BOARD MINUTES

Project:	North Herts Museum & Community Facility
Date:	4 th September 2013
Classification:	Confidential
In Attendance:	Councillor Tony Hunter (NHDC), Councillor Tricia Cowley (NHDC Advisor), John Robinson (Project Executive), Neal Charlton, (BFAW Architect) Steve Crowley (Project Team), Vaughan Watson (Project Team), Ros Allwood (Project Team), David Leal-Bennett (Hitchin Town Hall Ltd),
Circulation:	Those attending, Project Librarian, Brent Smith (Hitchin Town Hall Ltd Technical Advisor)
Publication:	Publication on the web to be withheld until construction contact has been awarded

1 Apologies

Brent Smith

2 Communication & Contract Management

The roles and responsibilities document relating to Project Management had been included on the agenda. It was noted that Design and Construction Project Team would shortly be put together and DLB confirmed that BS would be representing Hitchin Town Hall Ltd.

DLB requested that the document be amended to the word 'Board' under Hitchin Town Hall Ltd and that directly below this a box be included to re 'Executive Management Team'.

As per the Development Agreement and within his role as Project Executive, JR requested that Hitchin Town Hall Ltd provide him with reasonable notice prior to entering the construction site and not to give any instruction or make any representation to the building contractor. This process needs to be maintained to ensure that there is no delay to the project and, so that NHDC are able to manage the contract with their Supervising Architect and Contractor.

3 Matters Arising from the Minutes of the Last Meeting 15th July 2013

- Hitchin Town Hall Ltd Mobilisation Plan

DLB tabled a version at the meeting and agreed to forward an electronic copy to SC for inclusion within the overall project plan.

Action: SC to include within overall plan for project

- Deed of Variation/Option Agreement

JR confirmed that a draft had been received on yesterday, 3rd September 2013.

- Highlight Report, Funding Arrangements

DLB advised that he disagreed with the minute under this item. JR confirmed that DLB was welcome to forward a statement for inclusion under this item.

- Highlight Report, Delay to Project

DLB advised that he disagreed with the minute under this item. JR confirmed that DLB was welcome to forward a statement for inclusion under this item.

- Risk Log

SC advised that item No 3 still needed to be updated on the Risk Log.

Action: SC

There being no outstanding action, the minutes were agreed.

4 Highlight Report No 7

Hitchin Town Hall Ltd Update

DLB advised that Hitchin Town Hall Ltd would be in a position to signed both the Development Agreement and Option Agreements on Monday 9th September 2013. This would mean that the Hitchin Town Hall Ltd would have a further 10 days to purchase the property. Whilst it was noted that a date of 17th September had been provided to NHDC for completion of purchase, it was the intention of Hitchin Town Hall Ltd to bring this forward to as early as possible.

Furthermore, DLB advised that had made several attempted to contact the Deputy Chief Executive at ACF to seek confirmation that NHDC were able to award the construction contract without the Development Agreement being formally signed. DLB referred to the revised loan/grant agreement received earlier that morning and in which under the conditions element, it was noted that the Development Agreement had already been signed as at 15th October 2013.

DLB also updated that, in the interests of moving things along, Hitchin Property Trust had made available to the tenants of 15 Brand Street an amount of £11,800 in addition to the £950 paid by Hitchin Town Hall Ltd so that the building can be vacated at the end of this week. This amount would be paid back to Hitchin Property Trust once monies from ACF had been received.

JR concluded by confirming that subject to written confirmation received from ACF by 5th September, NHDC would:

- Award the construction contract conditionally to include reference to the Development Agreement and Option Agreements being signed on 9th September, and:

- Subject to the purchase of the building within 10 working days of that date.

Action: DLB to forward revised grant/loan conditions to NHDC
Action: JR to liaise with the CEX and seek the use of 'emergency powers' to enter in to a construction contract prior to the Option Agreement being signed and exercised and, prior to the Development Agreement being signed.

BFAW Update

NC advised that the revised costs for the inclusion of 15 Brand Street had been received. However, in considering these it should be noted that BFAW are in the process of negotiations with the preferred contractor with an aim to have the agreed contract price prior to the award of contract by 5th September 2013.

Additional contract costs are as follows

- Original Tender £3,003,482.14
- Revised Tender £3,113,618.40
- Increase in tender £110,136.26

The Board noted that Council had only given approval for £100,000 worth of additional expenditure for the inclusion of 15 Brand Street. It was believed that this was within the tolerance of the capital budget but, that this would need to be confirmed.

Finally, JR confirmed that whilst in the Development Agreement there was an option for NHDC to withdraw from the project due to unaffordability of the scheme, it was not his intention to suggest this course of action.

NC advised that his team were awaiting confirmation of the Option Agreement so that all neighbouring landlords could be written to in relation to the Party Wall Agreements. Due to the delay in receiving the final version of this document, this element of the contract was now on the 'critical path'. NC confirmed that he would be instructing his team to proceed with making contact based on the document received from Hitchin Town Hall Ltd yesterday. It was agreed that this risk be added to the Risk Log for the project.

Action: SC

JR thanked NC and his team for all their work in bringing the project to this stage.

Highlight Report No 7

The Highlight Report detailed all activity between 15th July through to 4th September 2013. The tasks completed to date were as follows:

Stage seven 15/07/13 – 04/09/13	Date Due	Date Completed
Construction contract		
Develop revised areas to stage F	26 th July 2013	26 th July 2013
Revise Bill of Quantities	9 th August 2013	9 th August 2013
Negotiate with preferred contractor	30 th August 2013	3 rd September 2013

Exhibition Design		
Collections Meeting (2)	16 th July 2013	16th July 2013
Internal review and approvals	17 th August 2013	17th August 2013
Presentation on progress	28 th August 2013	Not completed and moved to next stage

SC advised that the only element of the programme not completed was Exhibition design presentation which has now been moved to 1st October. It was noted that this would not impact on the project timescales.

Issue Log

The table below is an extract from the Issue log (Appendix 2), this shows the issues that are currently relevant to this project. The issues identified in the Issue log are impacting on the project with regards to time, cost or quality, however, will be monitored and if required escalated to a risk.

Type	Description	Author	Status
Operational	Risk of delay to project because due to 15 Brand Street being included into the project and subject to ACF conditions.	SC	Ongoing
Procurement	Procurement of main contractor being awarded by 31 st March 2012. This is being controlled by BFAW. As the project is now including 15 Brand Street, BFAW will be negotiating a variation to Contract with the preferred contractor on a modified design with an aim to award by 5 th September 2013	SC	Ongoing
Partnership Arrangements	Need to manage public and community expectation of project	SC	Ongoing
Partnership Arrangements	To ensure that the communication process between Hitchin Town Hall Ltd and North Herts District Council is adhered to, to assist the Project.	SC	Ongoing
Legal & Project	Signed and completed options agreement by 25 th August has not been achieved, therefore to enable the award of the construction contract to take place on 5 th September prior to 14 & 15 Brand Street being purchased. If not could lead to delay on project and potential financial implications.	SC	Ongoing

It had been the Council's intention that formally award the construction contract on the 5th September. This required the new Development Agreement (DA) to be in place, and the option exercised, by the 25th August at the latest (leaving the necessary 10 days to complete the purchase of the building simultaneous with unconditional award of the construction contract) as such it was suggested, following Council approval on the 8th August, that we aim to sign the DA and options agreement (OA) on the 16th August which would have provided some contingency.

Hitchin Town Hall Ltd has not been in a position to sign the agreements and as per the discussions above, subsequent dates have been agreed.

Products Due at Next Stage

Next stage 05/09/13 – 23/10/13 (stage eight)	Completed by
Construction contract	
Award Contract	5 th September 2013
Contractors Mobilisation complete	7 th October 2013
Start on site	8 th October 2013
Exhibition Design	
Award Contract	5 th September 2013
Presentation on progress	1 st October 2013
Evaluation and Audience Consultation	1 st October 2013
Detailed design	14 th October 2013
Content Development work	14 th October 2013
HLF Presentation	23 rd October 2013

Risk Log

The risk log was reviewed and it was noted that item 3 needed to be red and that amendments to items 28 and 35 had been made to appear as 'Red'.

Issue Log

The issue log was noted.

Project Plan

The project Plan was noted.

5. Recommendations

Project Board endorsed the following:

- Noted the tender negotiations for the construction contract, and:
- Agreed to award the construction contract based on the conditions listed above, and:
- Agreed that the award of contract to the Exhibition Designers be delay until the Option Agreement by Hitchin Town Hall Ltd had been exercised, and:
- Approved the Project Risk Log subject to the changes agreed above, and:
- Approved the Project Issue Log, and:
- Approved the completion of Stage 7 (item 4)
- Approved the commencement of Stage 8 (item 6)

6. Audience Development Plan

RA referred the daft Audience Development Plan circulated and briefed on the discussions she had been having with the successful contractor for the museum design.