

PROJECT BOARD MINUTES

Project:	North Herts Museum & Community Facility
Date:	16 th April 2015
Classification:	Confidential
In Attendance:	John Robinson (Project Executive), Councillor Tricia Cowley (NHDC Advisor), Vaughan Watson (Project Team), Steve Crowley (Project Team), Ros Allwood (Project Team), Jack Hughes
Circulation:	Those attending, Councillor Hunter

1. Apologies

Apologies were received from Councillor Hunter. In his absence, the Project Executive agreed the meeting could progress and Councillor Hunter be updated at a later stage

2. Minutes of the Last Meeting held 23rd September 2014

The minutes of the meeting held on 23rd September 2014 were agreed. Matters arising were:

- **Hitchin Town Hall Ltd Membership**

At the meeting of Project Board on 18 June 2014, JR requested information pertaining to the Community Groups who were Members of Hitchin Town Hall Ltd. DLB advised that he would liaise with Rosemary Read on her return from leave and advise accordingly. At the meeting of Project Board on 16 April 2015, it was confirmed that this had not been actioned and this is therefore carried over as an outstanding action.

Action: DLB

- **Museum fit out**

At the meeting of Project Board on 23rd September, the Project Executive has asked that a detailed implementation plan be considered at the next meeting of Project Board to ensure that the IT is fully implemented. At the meeting of Project Board on 16 April 2015, it was confirmed that Network and Infrastructure for IT was now in place and hardware procurement was ongoing.

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- **Design and Construction Meeting**

A design and construction meeting took place on 21st August 2014 to discuss a number of issues that included Café Seating, Kitchen Design, Listed Building Consent, Grease Trap, Vending Store, Paint Schemes and Cold Store. The minutes of the meeting have been circulated and there are no outstanding actions.

At the meeting of Project Board on 23rd September 2014, SC advised that an additional meeting of this group was required in the next few days to discuss a number of issues including:

- Toilets Fixtures & Fittings
- Cold Store Planning Application
- Forming a doorway from the Mountford Hall Balcony to the Museum Gallery - NC advised that drawings indicating the break through in this area had been provided to NHDC and Hitchin Town Hall Ltd. However, it was noted that NC would recirculate these and further design details for comment.

It was noted at the Project Board on 16 April 2015 that this work had subsequently been undertaken.

- **Project Issues**

At the Project Board meeting on 23rd September 2014, the Project Executive confirmed that a meeting of the Negotiation Team would be arranged to address these matters. In addition, it was noted that ACF would also be offered the opportunity to attend.

At the meeting of Project Board on 16 April 2015, the Project Executive reported that it was not possible to arrange a meeting of the Negotiating Team but that there had been ongoing dialogue with ACF.

- **Any Other Business**

At the Project Board Meeting on 23rd September 2014, tiles and other finishes for the Toilets were discussed and again, the Portfolio Holder and the Project Executive noted the absence of Hitchin Town Hall Ltd was hindering progress to the project in terms of consulting on such matters. Project Board noted that detail pertaining to this item had been emailed to Hitchin Town Hall Ltd's representatives and that an email was received from DLB advising that, in their opinion, this was rushed and that NHDC could do what they liked.

In their absence Project Board considered the options presented by NC and it was agreed to proceed with the Hessian option.

At the meeting of Project Board on 16 April 2015, it was confirmed that this had now been actioned.

- **Minutes**

The Project Executive agreed for the minutes of 23 September 2014 to be published subject to redactions.

3. Project Update

- **Highlight Report No 12.**

SC gave an update on the progress of the project and referred to the Gantt Chart in the appendix, which currently demonstrated an opening date of 5th October 2015. SC's update included the practical completion of the construction phase of the project and the current snagging works being undertaken throughout the building. SC also reported on the negotiations between Borrás Construction Ltd and NHDC with regard to additional cost for paving on the front of the building. It was agreed that a Certificate of Practical Completion be issued.

Action: SC

RA reported that Light Brigade have not yet forwarded a Project Plan for the Museum Fit Out. It was agreed that no funds be released to Light Brigade until a full plan had been reviewed by the Design and Construction Team.

Action: Light Brigade

RA updated on the Cultural Services team's current work including labelling of museum items and the recent restructure that has now taken effect.

SC provided a financial update on additional costs incurred which have been demonstrated within the Highlight Report as an 11% increase on original budget figures.

SC reported on Project Issues and Problems and identified the following;

- Issues with delays to the programme had now been resolved following Practical Completion on 10 April 2015
- Issues regarding British Gas and the capping of cables, this has subsequently been resolved
- Issues with the Procurement of a contractor for the Museum Fit Out – this has been successfully retendered and is now complete
- Issues around telephone lines running into the building were also resolved.
- Issues concerning damp in the basement – RA reported that this issue was improving since the building has been heated and that this issue was being closely monitored.

- **Issue Log**

In respect of Issue No.'s 14, 20 and 22, the Project Executive reported the following;

- NHDC served a notice of breach of the Development Agreement in June 2014.
- NHDC along with ACF have taken steps to mediate the situation
- That contingency arrangements to operate the Town Hall are being prepared by NHDC, as outlined in Section 4 of the Highlight Report, in light of uncertainty over the position of Hitchin Town Hall Limited's future.

The Project Executive stated that whilst contingency arrangements were being prepared to mitigate in the event that Hitchin Town Hall Limited do not operate the Town Hall, these measures would soon incur expenditure outside the scope of the project, on top of the current resource allocated to this. As such, the Project

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Executive concluded that additional expenditure along with the change in scope of the Project Board would need to seek approval of Full Council at the July 2015 meeting.

In light of this, the Project Executive requested that the specification of items incurring additional expenditure, which would be required to operate the Town Hall, be allocated lead times which will form part of the report to Council along with a proposed Operating Model. It was also agreed that the items identified in the Highlight Report relating to contingency arrangements (Under Item 7, Products Due, next stage) be amended to reflect their indicative nature.

Action: JH/SC

- **Risk Log**

The Risk Log was reviewed and it was agreed that risks 19 and 32 scores should be increase to red, also a new risk be added relating to mitigation/contingency arrangements for the Town Hall.

Action: SC

4. **Date of Next Meeting**

Monday 13th July 2015 at 4.00pm