

PROJECT BOARD MINUTES

Project:	North Herts Museum & Community Facility
Date:	18 July 2017
Classification:	Confidential
In Attendance:	Councillor Tony Hunter (NHDC), Tricia Cowley (NHDC Advisor), David Scholes (Project Executive), Steve Crowley (Project Team), Ros Allwood (Project Team), Holly Butrimas-Gair (Minutes)
Apologies:	Councillor Frank Radcliffe (Senior User)
Circulation:	Those attending, Councillor Frank Radcliffe

1. Apologies

Apologies were received from Councillor Frank Radcliffe.

2. Project Update

SC did not produce a Project Plan as firm dates can't be given for outstanding works. The museum galleries are nearly complete; snagging is the only outstanding task.

- Highlight Report No 17**

The Highlight Report detailed all activity 11 February 2016 – 18 July 2017.

Tasks Completed

The tasks completed to date are as follows:

Stage seventeen 11/04/2017	Date Due	Date Completed
Museum Fit Out		
Fit-out Handover for work on Council's land	20th May 2017	99% complete
AV final sign off for work on Council's land	20 th May 2017	99% complete
Installation of racking and stored items	Awaiting completion of Brand Street footprint, and resolution of damp issues in HTH basement; Costume store complete.	
Shop stock ordered	15 January 2016	Feb 2016
Uniform ordered	Late 2016	Late 2016
Object install in new cases for work on Council's land	20 May 2017	12 July 2017
New Museum Leaflet	On hold awaiting	

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	photographs of completed museum	
Colouring sheet for children produced	As above	
Town Hall Fit Out		
Café/Kitchen – Design, Procurement and Installation	30 June 2016	July 2016
Vending - Agree supplier and installation	18 June 2016	June 2016
Staffing – Agree structure, Recruitment, Selection and Training	November 2016	
Operational Documents (inc Licensing)	12 April 2016	12 April 2016
General Fit Out Items	28 February 2016	28 February 2016

Additional Information

Snagging

There is one technical issue with the Augmented Reality stand (last picture in appendix 1), whereby the software on the iPads is not working as it should but contractors are coming on site shortly to fine-tune this important interactive. There are also issues with the ventilation of the ground floor gallery, which are being investigated. There is minor work to be finished in the Terrace Gallery however the fit-out in this area cannot be fully completed as it is acting as a temporary office for museum staff whilst issues with the ownership of 14/15 Brand Street are ongoing.

The pictures in appendix 1 show that the two main galleries are very nearly complete, minus snagging. Ros' team are numbering the fixtures and making sure the lighting for each is correct.

Events

Since opening to the public in June 2016, the Town Hall has seen a steady growth in its programme of events. Recent events, regular hires and one-off hires of the Town Hall include Wedding parties, live music, boxing events, corporate Christmas parties, as well as the Town Hall providing a weekly programme of fitness classes and home to Hitchin Fencing Club and Rodney's School of Dance. Officers have implemented a marketing campaign for 2017/18 in order to target off-peak hires and further utilise the venue's hireable hours. The museum has held two temporary exhibitions in the Lucas Room (Pirates, Pants & Wellyphants, and Matisse, Drawing with Scissors) with related workshops. The museum has also held a family World War One day and a local Folklore Day in the Town Hall, and has another WW1 day planned for August.

14/15 Brand Street

NHDC are trying to finalise the purchase of 14/15 Brand Street from Hitchin Town Hall Limited however this is an ongoing issue. An offer has been made, which has been accepted but NHDC are awaiting the legal documents from HTHL. Cllr Hunter commented that the wait is hindering what can be done in the facility.

DS confirmed that Museum tours for Members would be undertaken next week (w/c 24 July) for Cabinet Members only. Following this, they would be available for all Councillors and then to the public by booking online. There will be three tours a week at different times with limited spaces. Some areas will not be shown, for example the

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temporary exhibition space, as it is being used for storage. The iPads will be demonstrated by staff rather than those having the tours because, as previously mentioned, they are not fully functioning yet. The contractors will be on site on Monday to try and resolve the issues. The software is complex but NHDC are not the first company to use it so there should be a resolution to the problems.

Financial Update

Full Council approved an increase in the capital budget in May 2016 to complete the fit-out work following the main subcontractor entering into receivership. The revised budget requested included estimates for the work required to complete the fit-out of the whole building, including the areas within the footprint of 14 & 15 Brand Street. At the time of writing the Council report, however, the issues with ownership of 14 & 15 Brand Street had not escalated and the cost estimates detailed in the report and appendices had been based on completing all the remaining fit-out work in one phase.

As set out above, the work for the fit-out on the Council's land has now been completed. Quotes have also been obtained from the same contractors to undertake the work on 14 & 15 Brand Street. Based on the quotes received, this is estimated to cost approx. £60k.

Taking into account the cost of the fit-out work that has been completed and the estimated cost of fitting out 14 & 15 Brand Street, the current estimate is a maximum overspend of £85k on the allocated expenditure provision in the Capital Programme (allowing a full £30k for works to the basement). This is a 1.6% variance in relation to the budgeted sum in the Capital Programme. This will not need to go to Cabinet for approval because it is within the new tolerance of 5%, only Project Board need to be informed.

SC has challenged some figures included in the quotes as Conservation by Design are required to demonstrate what the costs are for, which they haven't done yet.

Project Issues and Problems

Issue Log

The table below is an extract from the Issue log (Appendix 2), this shows the issues that are currently relevant to the project.

Type	Description	Author	Status
Partnership Arrangements	Need to manage public and community expectation of project	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 mater.</p> <p>January 2016 – The Council is currently investigating options to undertake damp proof work so this area can be used for</p>	KG/SC	Ongoing

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Type	Description	Author	Status
	storage		
Building	Time that it is taking to purchase 14/15 Brand Street is impacting on the full opening of the facility.	SC	Ongoing

The Issue Log was agreed by Project Board.

Risk Log

The risk log has been updated and is provided in Appendix 3.

It was noted that number 44 should be removed from the Risk Log, and the risk between 44 and 45 should be assigned a number.

Action: SC

The Risk Log was agreed by Project Board.

Products Due (Next Stage)

Due to the current position with the purchase of 14 & 15 Brand Street it has not been possible to provide timeframes for most of the tasks that are required in the next stage, therefore, it is advised that Project Board are provided an updated position once this has been resolved.

Next stage, stage eighteen	Completed by
Museum Fit Out	
Fit-out Handover for 14 & 15 Brand Street	TBC
AV final sign off for 14 & 15 Brand Street	TBC
Shop stock ordered	TBC
Uniform ordered	TBC
Complete Fit-out in terrace gallery (Council's land & areas under our control)	End of Aug 2017

Keys Tasks for Project Board to Consider

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

1. To consider stage seventeen
2. To consider the Project Risk Log
3. To consider the Project Issue Log

DS and SC will keep Project Board Members up to speed with developments of 14/15 Brand Street. Once the position has been resolved, only the fit-out will need to be considered as other areas, e.g. the café, are ready to be used.

DS to brief Cllr Radcliffe with an overview of this meeting.

Meeting closed at 6.30pm