



Hitchin Town Hall/North Hertfordshire Museum Project Board

Minutes of Project Board Meeting held at North Herts District Council Offices

16 February 2011

Present: Councillor Tricia Cowley, John Robinson, Lynn Saville, Ros Allwood,
Morag Norgan, David Leal-Bennett

Circulation: Those present, NHDC Officer Group

1. Minutes of the Last Meeting

The minutes of the last meeting were reviewed and agreed.

2. Current Project issues

• Community Builders Fund Grant/Loan Conditions

MN advised that as yet conditions of the loan were not known and that the details were expected imminently. JR that subject to these conditions, it may be necessary for a report to be presented to Council.

• Project Plan Exceptions

There are currently no exceptions to the project plan. However, it was noted that as this was a short term plan, this needed to be developed further.

Action: LS/RA

LS advised draft letter prepared for all hall users advising them of an increase hire charges and questioned whether closure of the Museum in early 2012 should be mentioned. Further to some discussion, it was agreed that LS despatch the letter advising users of the planned increase in charges and, request their agreement to forward their details on to Hitchin Initiative so that assistance in finding an alternative venue during the construction phase of the project.

Action: LS

• Final Design Plans

The final design plans submitted with the Planning Application were considered and noted. The Planning Committee would consider the application at its meeting on 17th March 2011 with a two week call in period thereafter.

3. Future Projects Issues

• Procurement

Work is underway on procurement and 'Stage E' could not be procured until the conditions of the loan were known.

- **Matters Arising from the Project Initiation Document (PiD)**

It was proposed not to consider this in detail as amendments were needed in relation to Board membership etc.

Action: RA

4. Risk Management Log

The risk management document was reviewed and it was agreed to add an additional risk around the Hitchin Initiative's failure to secure funding.

Action: RA

5. Date of Next Meeting

A provisional date of Monday 28th March 2011 at 10.30 am was agreed.

Action: Note

John Robinson
Strategic Director Customer Services

18th February 2011