

North Hertfordshire District Council

**Minutes of the Heritage & Culture/Museums & Galleries Project Board Meeting
held on 5th September 2007
(Eighth meeting)**

1. Present:

Members

Councillor Terry Hone (TH)
Councillor Ian Knighton (IK)
Councillor Tricia Gibbs (TG)

NHDC

John Robinson (JR)
Patrick Candler (Pca)
Ros Allwood (RA)
Lorrae Hunter (LH) - minutes

HCC

Annie Hawkins (HCC)

Apologies:

Councillor Gary Grindal (GG)
Councillor Paul Clark (PC)
Lynn Saville (LS)

Action

2. Minutes of the meeting held on 6th June 2007

The minutes of the previous meeting were agreed.

Concern was raised regarding non-attendance of members at these meetings.

Action: It was agreed that existing members would nominate substitutes if they are unable to attend Project Board meetings.

3. Matters Arising

Still need to secure formal agreement of the Heritage Foundation's intentions.

4. Highlight Report

The Highlight Report gave details of exception reporting only, with the following comments noted.

4.0 Tasks Completed

It was noted that the Strategy was launched at the Forum held on 9th July and that three Collections Centre Working group meetings have now taken place. A directory is now on the web with live links.

4.1 Tasks Outstanding

RA is awaiting responses from local museums regarding the joint leaflet. The Heritage Foundation has promised £500 towards the publication.

RA

The timescale for a report to Cabinet on Museums development is to be confirmed.

5.1 Project Issues and Problems

The Heritage Foundation has shown strong interest in the Collection Centre. This was noted at the 3rd meeting of the Collection Centre working group, which agreed that Letchworth would be a suitable site if the Heritage Foundation was a key partner.

PC/RA have visited a possible site in Blackhorse Road. Further exploration of this site is planned.

5.2 Heritage Lottery Funding

RA circulated an email from Stuart Hobley (HLF) which gave some indication of possible funding available. We will need to consider tactical aspects for any bid, and we need to obtain a clear idea of potential options available. We may need to broaden our thinking, such as using Section 106 monies, or other grant streams.

Preparation on the Business Case can begin once the PID is agreed.

AH suggested thinking about Green Herts, which has been involved in capital projects relating to public space as well as arts.

IK suggested that we are clear about what we want the building to do, what are the connections across North Herts?

Arts & Cultural hubs could possibly attract money from further afield. AH suggested we contact CDA, volunteering sector, Building Schools for the Future programme which is being piloted in Stevenage. TH agreed that including education would be very helpful to the project.

RA stated that schools have already indicated interest in the Education Loans Scheme project, and will become more involved once the project is further on .

JR suggested that a meeting PC/JR/AH/RA be arranged to discuss options available.

LH

5. Project Documentation for Consideration

a) PID

It was discussed whether the PID needed to go to the next PARC and it was agreed that it was not necessary to report to PARC at every stage, only when significant/major changes are made.

RA talked through the PID.

Board comments were:

AH suggested adding 'ongoing concerns in Hitchin' and 'have attempted to allay those fears'. On 'Benefit to the Council' (page 8) elaborate on target audiences, such as ethnic minorities, single parent families and hard to reach groups linking into ECM.

For external funding opportunities, include links with economic development, tourism, National Archive of Royal Town Planning Institute (RTPI); interfaces such as HCC Officer, Annie Hawkins, Head of Tourism and Tourism & Leisure Partnership, EEDA, Herts Prosperity. Agreed that this list could be expanded, but in alphabetical order.

P5. Delivery of collection centre – JR asked that origins be checked.

Although digitisation is a separate scheme the group consists of the same people it has been agreed to have joint PID for the two projects. Important to ensure that we make reference to external consultation, education, wider public as well as interested groups.

The Project completion date is currently estimated as 2011 as set out in the FSR. Given the range of other major capital works at the same time, it needs to be noted that there might be a capacity issue.

If there is a problem with this end date, it will need to be brought back to Project Board. This should be identified as a risk and included on the risk register.

AH suggested including the cost for a Project Co-Ordinator within the PID.

The PID was signed off subject to these amendments.

b) Project Plan – Gantt Chart

The timescale issues were discussed earlier in the meeting – see note (a) above.

Point 122 – Preparation of Business Case, will need to seek formal approval of Business Case.

c) Terms of Reference – Facilities Working Group

The Facilities Working Group will begin work in early 2008 subject to agreement of the Terms of Reference.

JR stated that for funding we should refer back to the framework.

AH suggested expanding on National Guidelines in preparation for the bid relating to national standards.

TG stated that 'refurbished' should say 'either new or refurbished'.

The Terms of Reference will be subject to comments and input from the Working Groups. Important to confirm membership.

The meeting closed at 6.05pm.

6. Date of Next Meeting

5th December 2007 at 4.30pm to be held in CR2, Council Offices, Gernon Road, Letchworth.

7. 2008 Meetings

The following dates were agreed. 5th March, 4th June, 3rd September, 3rd December. All to start at 4.30pm.