

North Hertfordshire District Council

Minutes of the Heritage & Culture/Museums & Galleries Project Board Meeting held on 13th December 2005 (Second meeting)

Present:

Members

Councillor Terry Hone (TH)
Councillor Tricia Gibbs (TG)
Councillor Paul Clark (PC)
Councillor Gary Grindal (GG)

NHDC

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

Apologies: Councillor Ian Knighton (IK)

	<u>Action</u>
1 <u>Minutes of the meeting held on 16th November 2005</u>	
The minutes were agreed.	
2 <u>Matters Arising</u>	
Prince 2 – 1 application processed. Cllr. Tricia Gibbs would like to attend a Prince training course. JR to action.	<i>JR</i>
Job descriptions now all in, except one to come from Annie Hawkins	<i>LH</i>
Arts, Heritage & Cultural Forum – working title to be used.	
Quorum to be addressed at the next meeting.	<i>JR</i>
3 <u>Feedback</u>	
Task completed to date – agreed . Tasks outstanding – agreed .	
<u>LGCHF plans</u> – The announcement of proposals for a new Heritage museum to be located in Town Hall, gives a degree of certainty to NHDC's own planning. Risks log entries to be made relating to the need to manage the PR relating to this and the need be aware of the Town Council's feelings.	<i>RA</i>
The interest from library services to look at the possibility of joint locating the Museums and Library has been fed into the LGCHF. However, they have indicated that there is not enough room.	
<u>Area Committees</u>	
Officers to attend the December cycle of committee meetings to present to Members as a whole. Looking to communicate the progress of work to date but more importantly the desire to involve the local communities in developing our plans.	<i>LS</i>
Baldock is the only Committee to have met prior to this meeting. Concern was raised about the expectations of members, with	

Cllr. Muir asking for a new museum to be provided in Baldock Town Hall.

The Town Hall options appraisal will look at all options/possibilities for its use. Expectation risk relating to this project to be entered onto the Risk Log.

RA

4 Project Initiation Documents

Project Approach

- To show why we want to do this project.
- Noted that commitment to the project is made by staff, but this should also be members.
- Need to agree timescales/gant chart
- All documents to go to PARC for Quality Assurance, and agreement -
Any amendments to be notified to Lynn Saville ahead of next meeting

RA

All

Project Brief

- Need to demonstrate 'golden thread'.
- Planners to be included as well and Audit and Legal from an early stage. PC to pick this up with David Scholes.
- Should look to bring in architect at early stage.
- Welwyn & Hatfield are looking at developing a cultural hub at Campus West, learning from their experience may be possible.
- Need to have smart targets
- Should look at adjoining districts/counties.
- HCC new Archive may provide valuable help with the digitisation projects.

PC

RA

Next agenda

Any amendments to be notified to Lynn Saville ahead of next meeting

RA

All

Business Case and Risk Log

- See above

All

Draft Programme/gant chart, and Communications Plan to next meeting.

Next agenda

5 Inaugural Meeting of Heritage and Cultural

Date and approach agreed.

- Facilitators will be required.
- Agenda to be changes into user friendly wording

LS

LS

6. Dates of next meeting

All start at 5pm – 8th Feb, re-set May meeting, 6th September, 6th December.

All