

North Hertfordshire District Council

Minutes of the Heritage & Culture/Museums & Galleries Project Board Meeting held on 16th November 2005 (First meeting)

Present:

Members

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

NHDC

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

Apologies: Councillor Paul Clark (PC)

1	<u>Formation of the Project Board</u>	<u>Action</u>
1.1	<p>LS advised that Cabinet and PARC had agreed to use PRINCE2 to develop this project.</p> <p>PRINCE2 is the standard project methodology for Government will be used for the project. A training budget is available if any member or officers wishing to attend PRINCE2 training.</p>	
1.2	<p>Executive – John Robinson is responsible to Cabinet for the delivery of the project within the agreed parameters set out in the Improvement Plan. It is, important that overall responsibility fits in with the Corporate Plan and NHDC policies and procedures</p> <p>Senior Users – Paul Clark (Lib Dem); Gary Grindal (Labour), Tricia Gibbs (Cons), Terry Hone (Cons) and Ian Knighton (Cons). Principal responsibility to represent the views if the users of the service and includes reporting back to political parties to allow their concerns to be addressed throughout the process.</p> <p>Senior Suppliers – Patrick Candler(Pca)/Lynn Saville(LS) – PCa is the custodian of the museum service and LS is the custodian of the FSR plans on behalf of NHDC.</p> <p>Project Manager – Ros Allwood. PCa/JR to meet to discuss proposals to resource the service delivery and project responsibilities.</p> <p>Project Support – Lorrae Hunter.</p> <p>Possibly to include representation from Herts County Council (Annie Hawkins, Cultural Officer) and Letchworth Garden City Heritage Foundation if they wish to be involved in the project as Senior Suppliers. LS to advise Annie Hawkins of next meeting.</p>	<p>All</p> <p>PC, GG, TG, TH, IK</p> <p>PCa/JR</p> <p>LS</p>
1.4	<p>Job Descriptions were agreed and signed and passed to LH for filing.</p> <p>LS to liase with PC to complete and file his.</p>	<p>All</p> <p>LS</p>
1.5	LH to provide paperwork to members of the group via email.	LH
1.6	PARC is to provide quality assurance to this project assisted by internal audit at the project implementation stage.	JR

2. Reports to Project Board

LS presented two documents:-

- a. Background to Museums & Galleries BVFSR Findings presentation
- b. Improvement Plan Briefing Note

These jointly form a Project Mandate upon which the important Start Up documentation for this programme will be based. The following risks/concerns were identified and will also be built into the appropriate reports :-

- Importance of managing interest groups, to ensure the project consults the wider population.
- Hitchin Forum and History Society want one Hitchin Museum(not district museums).
- Need to arbitrate between community desires and budget, identify what we can afford.
- Concern re the concept of one town's assets belonging to that town, whereas they are for everyone, e.g.should a museum be called Hitchin Museum just because it's located in Hitchin.
- Second draft of the Improvement paper to be circulated
- Need to establish a Project Board for a 5 year period.
- Set up an Arts & Cultural Forum to develop the approach for the district.
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- An Arts and Cultural Summit (possibly next summer) could be run, using Rural Areas Parish Conference as model
- The Citizens Panel can be used for a more consistent view.
- The Project Board needs to have a process to help us engage with the wider public.
- LGCHF future plans will be public tomorrow this will enable us to have more certainty around the whole programme of project.
- Site should take into consideration footfall as well as location.
- Hitchin & Letchworth libraries are the busiest in Hertfordshire.
- NHDC are currently looking at accommodation i.e. Council Offices, Town Lodge and Print. Makes sense to talk to LGCHF.
- Plans are to develop Letchworth as a cultural and heritage

JR

location.

A.O.B.

For next meeting

Title - Heritage & Culture/Museums & Galleries Project Board – any ideas for a shorter, sharper title to be brought to the next meeting. **All**

Clear communications plan to be produced. **RA**

Future meeting times/dates – A schedule of forward meetings is to be produced **LS**

Next Meeting - **13th December at 5pm ending by 6.30pm, papers to be circulated one week prior to meeting.**

LS to attend the next cycle of area committees to explain the project, and will feedback any concerns that are raised. If Royston are concerned about the lack of a Councillor representative this can be reviewed. **LS**

Concern was raised about what constitutes 'inquorate'? JR will present proposals at the next meeting **JR**

Key PRINCE2 Start up documents to be drafted and circulated for comment ahead of the next meeting. **LS/RA**

The meeting finished at 4.50pm.