North Hertfordshire Museum/Community Facility Design & Construction Team Meeting

Notes of Meeting

Meeting held on 21 April 2015

Present: NHDC: John Robinson, Steve Crowley, Ros Allwood, Vaughan Watson, Kiren Kalirai

Apologies from: Jack Hughes, Keith Gayner

1.0 Apologies

1.1 Apologies received from Jack Hughes and Keith Gayner

1.2 JR advised no apologies were received from HTH Ltd. JR re-iterated that highlighted paragraphs on the draft minutes which were agreed are to be redacted before they are published on the Council's website as they contained information concerning current contractual negotiations.

2.0 Minutes / Actions Arising from Last Meeting (10.12.14)

2.1 RA stated that the 'Reception and Shop Fitting' installation has been included in the Light Brigade programme.

2.2 SC confirmed that the standard of cleansing is included in contract. Initial clean has been done, detailed clean still to be done.

2.3 RA confirmed the contract letters have been sent out.

2.4 SC and RA met with Chris Mather from Mather Co Ltd [redacted]

2.5 JR noted that in paragraph 3.4 of the minutes the first sentence should read: *'JR commented on Mather & Co Ltd performance so far which did not **seem** to demonstrate…'*

2.6 RA advised that Buttress have confirmed that the air filters are easy to change. They will require a Health and Safety check every 14 months which will cost circa. £300 which has been budgeted.

2.7 SC to chase KG upon return from annual leave for copy of the Buttress drawing.

2.8 -SC informed that the fit out from BT Openreach has been completed.

3.0 Update on Museum Fit-out

3.1 RA advised that Buttress did not specify shop fitting but Mather's are undertaking this work. Mather's did include the shop fit out in the Heritage Lottery Fund application. VW asked who designed the specification for the shop – and this was confirmed that it was Buttress and that indicated Buttress understood it was included in their work programme.

3.2 SC advised that a detailed programme has not yet been received from Lightbridge but should be with us by the end of the week. [redacted]

3.3 JR suggested that SC asks Mather & Co Ltd for a quotation to undertake supervision of cafe fit out if this was required.

3.4 SC updated that Fiona Timms has checked the JTC element and is happy with it. The contract letters have been sent out and once all outstanding documents have been received SC confirmed that the contracts will be sent out.

Update of Audio Visual Fit-out

3.5 RA confirmed that Mather & Co Ltd have already met Light Brigade and now the AV Firm – Ay-Pe shall also be meeting Light Brigade. Ay-Pe shall provide the software, Light Brigade will procure the casings, and Mather & Co will oversee the works.

JR asked about any potential issues which may arise in the project plan. RA advised that the responsibility of this does lie with Mather & Co Ltd. It was also decided that RA will sign off the key decisions highlighted in the Project Plan. JR stressed the importance of checking with Mather & Co Ltd weekly on the progress of the plan. Updates of the plan to be bought to future meetings and notified to JR if these were not met.

Action: RA to chase Mather & Co Ltd weekly on updates and bring these updates to future meetings.

3.6 JR asked about any copyright or licensing costs for software that shall be incurred – RA advised that the cost of this will be approximately £70 per month and this has already been included in the budget. However RA to meet with Justin Goodwin to discuss IT requirements more generally.

4.0 Progress Update on Build

4.1 SC advised that hand over was completed on 10 April 2015. The Partial Possession Certificate has been completed, but Practical Completion Certificate will not be issued until the snagging is completed which is expected in 3-4 weeks .

4.2 Progressing – Slabs at front entrance

Although the construction contract has reach Partial Possession the slab at the front entrance is being undertaken separately, this was delayed and could not be completed within the main contract due to the original paving slab no longer being produced.

4.3 JR asked if there is still equipment that was identified for use by Hitchin Town Hall Ltd on site - – RA confirmed that this is the case – JR has requested that this property is locked away securely whilst snagging works are completed.
RA to action

4.4 VW raised that data junctions are not boxed – he is asked if these could be locked securely.

4.5 VW raised concerns he has over the door between the café and the kitchen. The step is quite high and VW was concerned that if someone fell it would be a risk for NHDC.
Action: SC to speak to AY to check the height of the step to see if it is legally acceptable for that to be there. Door to be locked in the meantime.

5.0 AOB

5.1 Signage
SC to check with Planning if they need to be consulted with.

SC presented two designs for the signs. Decision to be made soon on which design to go for.

5.2 JR requested that temporary site board is to be placed on the inside of the building – as it is important to display who the investors are on this project.

[redacted]

5.4 JR has asked if we can arrange a visit for the Councillors after the elections as it would be beneficial as Members have been asking when they can visit. JR also suggested that RA could show the Arts and Heritage Forum group around.
Action: JR to identify suitable dates

5.5 JR confirmed that it was anticipated that a public opening of both buildings would be during the course of October 2015. As a result of this, it was likely that NHDC would face additional costs to equip and fit out the Town Hall but authorisation of these was subject to approval by Council. JR intended to report seeking this

authorisation in July and RA, JR and SC were requested to consider additional costs, areas where collaboration between two operational teams could reduce costs and other practical steps needed to be taken where there were cost implications to be included in a draft of a report for Council which would be circulated in due course.
Action: SC/RA/JH

Kiren Kalirai
Project Support Officer

22 April 2015