

INFORMATION NOTE: NORTH HERTFORDSHIRE MUSEUM AND COMMUNITY FACILITY AT HITCHIN TOWN HALL

REPORT OF THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES

This note provides a further update for Members on the North Hertfordshire Museum and Town Hall Project following the last update reported to Letchworth and Hitchin Area Committees and published in Members Information Services in January 2015.

Project Update

The table below provides an overview of the key tasks that have been undertaken as part of the construction of the facility from December 2013 to February 2015.

Table 1

| Tasks | Date Complete |
|--|--------------------------------|
| Construction Contract | |
| Former Gym | |
| Strip out internal items | 17 th December 2013 |
| Remove roof/gable end wall | 14 th February 2014 |
| Excavations for underground drainage | 21 st March 2014 |
| Reinforcement / concrete works | 21 st March 2014 |
| Erect Structural Steelwork | 2 nd April 2014 |
| Infill Slab Around Steelwork | 28 th April 2014 |
| Pre Cast Concrete Roof Slab | 8 th April 2014 |
| Cladding Rails | 23 rd April 2014 |
| Mechanical and Electrical Screen to Roof | 16 th May 2014 |
| Mechanical carcass 1st fix | 4 th July 2014 |
| Electrical carcass 1st fix | 4 th July 2014 |
| BWIC M & E Installation | 30 th May 2014 |
| Carpentry 1 st Fix | 13 th June 2014 |
| Internal Metsec boarding to ground 1 st floor | 4 th July 2014 |
| Ceiling Installation | 25 th July 2014 |
| Cupboards Fitted Furniture | 31 st October 2014 |
| Electrical 2 nd Fix | December 2014 |
| Mechanical 2 nd Fix | December 2014 |
| Lighting | December 2014 |
| Carpentry 2 nd Fix | January 2015 |
| Timber Flooring | January 2015 |
| M & E Test and Commission | January 2015 |
| New Building Section (Central Core) | |
| Excavate Ground Beams/Cut Down Piles | 11 th March 2014 |
| Demolition works 14/15 Brand Street | 31 st January 2014 |
| Infill basement / form piling mat | 7 th February 2014 |
| Piling works new structure | 21 st February 2014 |
| Integrity testing – piling works | 12 th March 2014 |
| Fwk/Reinforcement/Concrete Ground Beams/Pads | 4 th April 2014 |
| Excavate/Lay Underground Drainage/Manholes | 25 th April 2014 |
| Form Lift Pit/Walls/Infill Around Pit | 4 th April 2014 |
| Install Structural Steelwork to New Structure | 27 th May 2014 |
| Stone Formation/Insulation/Membrane | 30 th June 2014 |
| Form work / reinforcement / pump in-situ grd floor slab | 27 th June 2014 |

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|--|---------------------------------|
| Carpentry to stairwell roof | 25 th July 2014 |
| Roof Balustrade | 8 th August 2014 |
| BWIC M & E Installation | 19 th September 2014 |
| Screed to Ground and First Floors | 22 nd August 2014 |
| Mechanical Carcass 1 st Fix | 26 th September 2014 |
| Mechanical Installation to Plant Deck | 12 th September 2014 |
| Skimmed Ceilings | November 2014 |
| Lift Finishes | November 2014 |
| Electrical 2 nd Fix | December 2014 |
| Lighting | December 2014 |
| Floor Finishes | December 2014 |
| Toilets and Tiling Fit Out | December 2014 |
| Heating System Filled | December 2014 |
| IPS 1 st fix 2 nd fix cubicles | January 2015 |
| Cermaic Tiling to Walls and Floor | January 2015 |
| Fix Sanitary Ware | January 2015 |
| Mechanical 2 nd Fix | January 2015 |
| Carpentry 2 nd Fix | January 2015 |
| Timber Flooring to 1 st Floor | January 2015 |
| Fixtures and Fittings | January 2015 |
| Town Hall Refurbishment | |
| Strip out | 24 th January 2014 |
| Basement block work walls | 14 th February 2014 |
| Brick up redundant windows / doors | 14 th March 2014 |
| Steelwork to upper floor for museum store/plant | 21 st March 2014 |
| Form structural openings (Storerooms & office) | 21 st March 2014 |
| Carpentry to upper floor for museum store/plant | 11 th April 2014 |
| Adapt Stage to comply with ventilation requirements | 25 th April 2014 |
| Internal Fabric Repairs to plaster up redundant doors | 2 nd May 2014 |
| Basement Plantroom Mechanical Installations | 30 th May 2014 |
| Electrician Carcass/1 st Fix | 30 th May 2014 |
| Mechanical Carcass/1 st Fix (Majority of work complete) | 27 th June 2014 |
| Carpentry to Mezzanine / Level Floor | July 2014 |
| Internal Fabric Repairs (Majority of work complete) | August 2014 |
| BWIC M & E Installations | May 2014 |
| Electrical 1 st Fix | June 2104 |
| Plantroom Mechanical Installations | October 2014 |
| Mechanical 2 nd Fix (Majority of work complete) | October 2014 |
| Carpentry 2 nd Fix | November 2014 |
| Door Finishes | November 2014 |
| Lighting (Majority of Work Complete) | December 2014 |
| Electrical 2 nd Fix | January 2015 |

Cabinet Meeting, Tuesday 27 January 2015

At its meeting of 27 January 2015 cabinet considered a report on the project and, at minute 108:

“RECOMMENDED TO COUNCIL: *That an increase of the Capital Programme up to a maximum of £223,392 for additional costs in respect of the North Hertfordshire Museum and Community Facility project (as set out in Paragraph 8.4 of the report) be approved.*

RESOLVED:

(1) That the Chief Executive’s intention to take action under the Special Urgency procedure tomorrow to authorise capital expenditure of £68,539 to reflect the

additional capital costs resulting from the delays in the building programme in securing the discharge of conditions for Listed Building Consent (as outlined in Paragraph 8.4 of the report) be noted;

(2) That it be noted that, following consideration of the Capital Programme by Full Council on 12 February 2015, any implications on 2015/16 capital budgets as a result of profiling project spend will be reported in the third quarter capital monitoring report; and

(3) That it be noted that a further report will be submitted in due course identifying any additional contingency budget necessary to complete the project.”

Record of decision made under delegated authority, Thursday 29 January 2015

Following the meeting of Cabinet using his urgency powers, the Chief Executive authorised the following:

“To authorise capital expenditure [of £68,539] under the Special Urgency procedure to reflect additional capital costs resulting from the delays in the North Hertfordshire Museum/Hitchin Town Hall project in securing discharge of conditions for Listed Building Consent.”

“To comply with the Council's contractual commitments to complete the development to a specified standard and timescale ...”

Council Meeting, Thursday 12 February 2015

A report presenting Cabinet's recommendation to Council was included on the agenda for this meeting. However, prior to considering the report advice was provided by the Monitoring Officer:

“The Monitoring Officer advised that Members would be aware from the recent Overview and Scrutiny Committee meeting on this project, and subsequent press coverage, that Councillor David Leal-Bennett was advised that in the view of himself, as Monitoring Officer, he had a close association with Hitchin Town Hall Limited, as set out in Paragraphs 4.6(a) and/or (b) of the Code of Conduct adopted by Full Council. The requirements of the Code of Conduct are that whilst he could speak as a member of the public and listen to any other public speeches, he must leave the room prior to the item being presented and debated.

The Monitoring Officer stated that his advice had not changed, in that he considered if Councillor Leal-Bennett was present for the debate he was potentially breaching the Code of Conduct. As the decision before Council was a financial one, the Monitoring Officer advised that he would be failing in his duty if he did not raise concerns at a Member taking part in that decision, potentially in breach of the Code of Conduct. This would put any Council decision at risk. He therefore advised that Councillor Leal-Bennett should be asked to leave the Council Chamber for this item.

The Chairman of the Council asked Councillor Leal-Bennett if he was prepared to accede to the advice of the Monitoring Officer and leave the room.

Councillor Leal-Bennett replied that he had obtained his own advice regarding this matter, and stated that he was not prepared to leave the room.

Accordingly, the Chairman of the Council suspended the meeting at 10.10pm, and withdrew from the Council Chamber.

The Chairman of the Council returned to the Council Chamber at 10.24pm and re-opened the meeting. She announced that, in view of Councillor Leal-Bennett's decision not to withdraw from the meeting, she had withdrawn this item from consideration at the meeting."

In view of this, consideration is currently being given to how the necessary decision(s) can be made.

General Update

The current status of the project is illustrated in the 'project update section' above and the full project plan in the corresponding section below.

The key items to highlight at this stage:

- Construction contract – As reported at the January Cabinet committee an eight week extension has been awarded to the construction contractor. This currently entails an opening date of 5 October 2015. As noted by Cabinet, there are still items that the Council is resolving with the construction contractor, therefore, this date might change. If this is the case a further report will be submitted identifying any additional contingency budget necessary to complete the project and the time implications.
- Project Cost – Officers reported an increase in project cost of £291,931 from the previously reported position to January Cabinet. Using his emergency powers, Cabinet noted the Chief Executive's intention to authorise additional expenditure of £68,593 as detailed above.
- Exhibition retender – The museum fit-out was successfully re-tendered, notice of intention to award the contract has been served. The successful contractor has tendered within the budgeted sum.
- The museum team has now chosen every object (over 1200 items) for the museum, and staff are busy writing individual labels. These will shortly be sent to a range of relevant local, natural history and archaeology societies for fact-checking.
- The Director of Museums for Arts Council England visited the site at the end of January, and was extremely impressed, giving a good write-up on his blog.
- The museum staff restructure process has now begun, with consultation continuing until 4 March 2015.

Project Plan

The project plan provides an overview of the entire project and the key tasks that have or need to be undertaken. This has been updated following the Council awarding an 8 week extension to the construction phase of the project. Therefore, the current estimated opening date is 5 October 2015.

Currently the fit out works for the Town Hall is planned to take place from 16 March – 10 April 2015, this is based on Hitchin Town Hall Ltd undertaking this work. As HTH Ltd are not in a position to do this Officers are developing contingency arrangements and calculating the cost implications for consideration by Cabinet.

Table 2

| Tasks | Duration | Start | Finish |
|--|-----------------|---------------------|---------------------|
| Council & Trust to agree 15 Brand Street | 14 days | Thu 04/04/13 | Tue 23/04/13 |
| Negotiate new DA and legal approval | 14 days | Thu 04/04/13 | Tue 23/04/13 |
| ACF to agree to extension and conditions | 1 wk | Wed 24/04/13 | Tue 30/04/13 |
| BFAW lead in time | 3 wks | Wed 01/05/13 | Tue 21/05/13 |
| 2 weeks contingency | 2 wks | Wed 22/05/13 | Tue 04/06/13 |
| Design | 38 days | Wed 05/06/13 | Fri 26/07/13 |
| Review existing scheme for statutory compliance | 0.5 wks | Wed 05/06/13 | Fri 07/06/13 |
| Develop revised areas to stage E | 4.5 wks | Fri 07/06/13 | Tue 09/07/13 |
| Redevelop affected adjoining areas to stage E | 0.5 wks | Fri 21/06/13 | Tue 25/06/13 |
| Develop revised areas to stage F | 2 wks | Mon 15/07/13 | Fri 26/07/13 |
| Redevelop affected adjoining areas to stage F | 0.5 wks | Wed 10/07/13 | Fri 12/07/13 |
| Revise Bills of Quantities | 2 wks | Mon 29/07/13 | Fri 09/08/13 |
| Negotiate with preferred contractor | 3 wks | Mon 12/08/13 | Fri 30/08/13 |
| Project Board | 1 day | Wed 04/09/13 | Wed 04/09/13 |
| Award Contract | 1 day | Thu 05/09/13 | Thu 05/09/13 |
| Sign DA & OA | 1 day | Mon 09/09/13 | Mon 09/09/13 |
| 10 working days for purchase of 14 & 15 Brand Street | 10 days | Tue 10/09/13 | Mon 23/09/13 |
| Asbestos removal | 12 days | Thu 14/11/13 | Fri 29/11/13 |
| Contractor Mobilisation | 10 days | Mon 18/11/13 | Fri 29/11/13 |
| Start on site | 0 days | Mon 02/12/13 | Mon 02/12/13 |
| Construction period (includes 2 wks closure during x-mas) | 59 wks | Mon 02/12/13 | Fri 16/01/15 |
| Extension of time (8 weeks) | 8 wks | Mon 19/01/15 | Fri 13/03/15 |
| fit out works (community) | 4 wks | Mon 16/03/15 | Fri 10/04/15 |
| Museum on site fit out, installation, testing and object install | 116 days | Mon 13/04/15 | Mon 21/09/15 |
| 2 weeks contingency | 2 wks | Tue 22/09/15 | Mon 05/10/15 |
| Public opening | 0 days | Mon 05/10/15 | Mon 05/10/15 |
| | | | |
| Procurement of Architect for fit out | 766 days | Mon 29/10/12 | Mon 05/10/15 |
| Develop brief for exhibition design | 10 days | Mon 29/10/12 | Fri 09/11/12 |
| OJEU Notice for Exhibition Design | 0 days | Thu 15/11/12 | Thu 15/11/12 |
| Response Period - PQQ returns (30 calendar days) | 22 days | Thu 15/11/12 | Fri 14/12/12 |
| Closing Date for PQQ responses | 0 days | Fri 14/12/12 | Fri 14/12/12 |

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|---|----------------|---------------------|---------------------|
| Evaluate expressions of interest | 20 days | Mon 17/12/12 | Fri 11/01/13 |
| Moderation meeting for PQQ's | 1 day | Tue 08/01/13 | Tue 08/01/13 |
| Confirm tender list | 0 days | Fri 11/01/13 | Fri 11/01/13 |
| Prepare Tender Documents | 10 days | Mon 14/01/13 | Fri 25/01/13 |
| Dispatch Tender Documents | 0 days | Wed 30/01/13 | Wed 30/01/13 |
| Tender Period for designer (40 calendar days) | 29 days | Wed 30/01/13 | Mon 11/03/13 |
| Evaluation/Review tenders | 10 days | Tue 12/03/13 | Mon 25/03/13 |
| Moderation meeting for tender documents | 1 day | Tue 26/03/13 | Tue 26/03/13 |
| Amalgamating all the evaluation sheets | 3 days | Wed 27/03/13 | Fri 29/03/13 |
| Project Executive sign off | 5 days | Mon 01/04/13 | Fri 05/04/13 |
| Stand still period (10 days) | 8 days | Mon 08/04/13 | Wed 17/04/13 |
| Partial ward | 0 days | Fri 07/06/13 | Fri 07/06/13 |
| | | | |
| Content Development | 52 days | Fri 07/06/13 | Mon 19/08/13 |
| Collections Meeting (1) | 0 days | Tue 11/06/13 | Tue 11/06/13 |
| Review Collections | 52 days | Fri 07/06/13 | Mon 19/08/13 |
| Theming and narrative development | 52 days | Fri 07/06/13 | Mon 19/08/13 |
| Collections Meeting (2) | 0 days | Tue 16/07/13 | Tue 16/07/13 |
| | | | |
| Stage C - Design | 48 days | Thu 27/06/13 | Mon 02/09/13 |
| Concept Design work | 38 days | Thu 27/06/13 | Mon 19/08/13 |
| Interface with architect development | 38 days | Thu 27/06/13 | Mon 19/08/13 |
| Compile Stage C Report | 6 days | Mon 12/08/13 | Mon 19/08/13 |
| Design Award of Contract | 0 days | Mon 19/08/13 | Mon 19/08/13 |
| Stage C - Internal Review and Approvals | 10 days | Tue 20/08/13 | Mon 02/09/13 |
| HLF Presentation - Stage C | 0 days | Wed 28/08/13 | Wed 28/08/13 |
| | | | |
| Evaluation and Audience Consultation | 10 days | Tue 03/09/13 | Mon 16/09/13 |
| | | | |
| Stage D - Design | 30 days | Tue 03/09/13 | Mon 14/10/13 |
| Detailed Design | 30 days | Tue 03/09/13 | Mon 14/10/13 |
| Content Development work | 30 days | Tue 03/09/13 | Mon 14/10/13 |
| Mid-Stage Presentation | 0 days | Mon 23/09/13 | Mon 23/09/13 |
| | | | |
| Stage D - Internal Review and Approvals | 14 days | Tue 15/10/13 | Fri 01/11/13 |
| HLF Presentation - Stage D | 0 days | Wed 23/10/13 | Wed 23/10/13 |
| Final revisions to Stage D submission | 5 days | Mon 04/11/13 | Fri 08/11/13 |
| | | | |
| HLF Stage 2 Submission | 0 days | Mon 11/11/13 | Mon 11/11/13 |
| HLF Response and Grant Award | 91 days | Mon 11/11/13 | Mon 17/03/14 |

| | | | |
|--|-----------------|---------------------|---------------------|
| HLF Mobilisation | 20 days | Tue 18/03/14 | Mon 14/04/14 |
| PQQ Notice period | 29 days | Tue 19/08/14 | Fri 26/09/14 |
| Issue of PQQ notice | 0 days | Tue 19/08/14 | Tue 19/08/14 |
| Period of notice (30 calendar days) | 23 days | Tue 19/08/14 | Thu 18/09/14 |
| End of notice period | 0 days | Thu 18/09/14 | Thu 18/09/14 |
| PQQ assessment by client & design team | 6 days | Thu 18/09/14 | Thu 25/09/14 |
| Conclusion of assessment period | 0 days | Fri 26/09/14 | Fri 26/09/14 |
| List of tenderers notified | 0 days | Fri 26/09/14 | Fri 26/09/14 |
| Stage E & Preparation of Tender documentation | 135 days | Mon 24/03/14 | Fri 26/09/14 |
| Preparation of tender documentation | 120 days | Mon 24/03/14 | Fri 05/09/14 |
| Deadline for object lists & dimensions | 0 days | Wed 30/04/14 | Wed 30/04/14 |
| Tender documentation issue | 0 days | Fri 05/09/14 | Fri 05/09/14 |
| Client sign off of tender documentation & amends | 16 days | Sat 06/09/14 | Fri 26/09/14 |
| Tender period | 107 days | Fri 26/09/14 | Mon 23/02/15 |
| Tender documents issued | 1 day | Fri 26/09/14 | Fri 26/09/14 |
| Tender period (35 calendar days) | 25 days | Fri 26/09/14 | Thu 30/10/14 |
| Tenders returned | 0 days | Fri 31/10/14 | Fri 31/10/14 |
| Tender assessment by client & design team | 10 days | Mon 03/11/14 | Fri 14/11/14 |
| Approval of recommended contractors | 0 days | Fri 14/11/14 | Fri 14/11/14 |
| Retender documents issued | 1 day | Fri 19/12/14 | Fri 19/12/14 |
| Retender period (35 calendar days) | 28 days | Mon 22/12/14 | Wed 28/01/15 |
| Tenders returned | 0 days | Wed 28/01/15 | Wed 28/01/15 |
| Tender assessment by client & design team | 8 days | Thu 29/01/15 | Mon 09/02/15 |
| Client approval | 3 days | Tue 10/02/15 | Thu 12/02/15 |
| Notify successful contractors | 0 days | Fri 13/02/15 | Fri 13/02/15 |
| Standstill period (10 calendar days) | 7 days | Fri 13/02/15 | Mon 23/02/15 |
| Project Delivery Stage | 160 days | Tue 24/02/15 | Mon 05/10/15 |
| Off Site development & manufacture | 80 days | Tue 24/02/15 | Mon 15/06/15 |
| On site installation, testing and object install | 116 days | Mon 13/04/15 | Mon 21/09/15 |
| AV Software install | 41 days | Mon 23/03/15 | Mon 18/05/15 |
| Contingency | 10 days | Tue 22/09/15 | Mon 05/10/15 |
| Opening to public | 0 days | Mon 05/10/15 | Mon 05/10/15 |

Further Information

The Council's website provides information on the background and progress on this project at http://www.north-herts.gov.uk/index/leisure_and_culture/museums.htm

A dedicated Museum Service Blog is available at <http://www.northhertsmuseum.org/>

Updates on the significant events in the project are provided on the Council's Facebook page <https://www.facebook.com/northhertsmuseums> Twitter feed <https://twitter.com/NorthHertsDC> and Flickr pages <http://www.flickr.com/photos/northhertfordshire/sets/>

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