

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 revised programme for the project following Council's resolution on 23rd April to incorporate 15 Brand Street in to the scheme.

Design Review

A Design Review meeting was held with Hitchin Town Hall Ltd (HTH Ltd) representatives, NHDC's Officer Team and the Supervising Architect from Buttress Fuller Allsop Williams (BFAW) on 7th May 2013.

Key issues arising from the Design Review included:

- The internal configuration of the expanded museum footprint as reported to Council on 23rd April has been further developed although further detailed work on layout will be subject to further amendment following the appointment of the Exhibition Design & Fit out contractor.
- Local history groups have been consulted on the location and layout of the local studies area and have confirmed their preference that arrangements should remain as outlined in the approved scheme. This is illustrated on the ground floor lease plan attached as Annex 1.
- Arrangements will be made for the provision of additional services to the Moutford Hall balcony at the request of HTH Ltd to facilitate temporary drinks service during events.
- Consideration of options to provide an expandable stage for occasional large performances is currently being researched

The next stage, to review the revised scheme for statutory compliance, will commence once the BFAW's design team have been re-assembled (see below)

Project Update

A meeting of the Project Board was held on 14th May and noted:

- That Adventure Capital Fund (ACF) had agreed to NHDC's approach to the discharge HTH Ltd's grant/loan conditions in respect of Project Board etc arrangements
- That work to conclude the Deed of Variation to the Development Agreement was proceeding and that it would be necessary to appoint BFAW to commence the next stage in design prior to this being concluded. BFAW were subsequently instructed under the Project Executive's delegated authority in consultation with the Portfolio Holder and Strategic Director Finance, Policy & Regulatory Services.

Project Board also noted the next stages of the scheme which is illustrated in the table below. As highlighted in the Member's Information Note on 9th May, the timings illustrated anticipated ACF final decision on the revised scheme by 30th April but, in the event, this was not received until 7th May 2013 and is currently 14 days behind schedule. It is however still anticipated public opening by 16th March 2015 will be achieved.

Task	Duration	Start	Finish
Negotiate new DA and legal approval	14 days	04/04/2013	23/04/2013*
BFAW lead in time	3 wks	01/05/2013	21/05/2013
2 weeks contingency	2 wks	22/05/2013	04/06/2013
Design	27.5 days	05/06/2013	12/07/2013
Review existing scheme for statutory compliance	0.5 wks	05/06/2013	07/06/2013
Develop revised areas to stage E	2 wks	07/06/2013	21/06/2013
Redevelop affected adjoining areas to stage E	0.5 wks	21/06/2013	25/06/2013
Develop revised areas to stage F	2 wks	26/06/2013	09/07/2013
Redevelop affected adjoining areas to stage F	0.5 wks	10/07/2013	12/07/2013
Revise Bill of Quantities	2 wks	12/07/2013	26/07/2013
Negotiate with preferred contractor	3 wks	26/07/2013	16/08/2013
Contractor Mobilisation	5 wks	16/08/2013	20/09/2013
Start in site	0 days	20/09/2013	20/09/2013
Construction period	55 wks	20/09/2013	10/10/2014
fit out works (community)	4 wks	10/10/2014	07/11/2014
Museum fit out	12 wks	10/10/2014	02/01/2015
Object installation	8 wks	02/01/2015	27/02/2015
2 weeks contingency	2 wks	27/02/2015	13/03/2015
Public opening	1 day	13/03/2015	16/03/2015

[* Substantially complete but requires formal approval before 16th August 2013]

[Note: Timetable does not illustrate parallel exhibition design and fit out contract]

Regular updates will continue to be provided via MIS and to stakeholders more generally via the Council's website, media releases and mailings to the Arts, Museums & Heritage Forum and Hitchin Area Committee.

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24th May 2013