

**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 23<sup>rd</sup> April to incorporate 15 Brand Street in to the scheme. The note adds to the update provided via MIS and to Hitchin Area Committee dated 24<sup>th</sup> May.

**Project Update**

- Work to conclude the draft Deed of Variation to the Development Agreement or a new Development Agreement continues and Hitchin Town Hall Ltd (HTH Ltd) have advised that this has now been reviewed by Adventure Capital Fund (ACF) legal representatives. At the time of writing verbal confirmation has been received from Hitchin Town Hall Ltd that a positive response has been received.
- The Council has appointed Mather & Co Ltd as the exhibition designer. A partial award has been undertaken up to the submission of the Stage 2 Heritage Lottery Fund (HLF) grant application which is mid-November 2013, and is the last opportunity that the Council can apply for this funding (£925,000). The partial award has been made to ensure adequate preparation time is available for the HLF bid. Officers have met with Mather & Co Ltd, who are currently analysing the museum collections to enable them to develop the exhibition design.
- Officers have met with the Heritage Lottery Fund (HLF) Case Officer responsible for managing the second stage of NHDC's HLF bid for exhibition fit out costs. The draft audience development plan was considered in detail and useful feedback was received from the Case Officer. Work continues to conclude this document for submission with the Stage 2 HLF grant application.
- Museum staff, volunteers and interns are continuing to audit and photograph the collections at all three museum sites, and cleaning those items which may be chosen for display in the new museum.
- The Project Risk Log is currently being revised to reflect a number of areas which will be considered in detail by Project Board when it next meets on 15<sup>th</sup> July to agree the revised Bill of Quantities ahead of negotiation with the preferred contractor.

The completed and immediate next stages of the project are illustrated in the table below. There are no significant variations to be report at this stage.

Tasks	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 on site	41 days	07/11/2014	05/01/2015
Object installation & Testing	40 days	05/01/2015	02/03/2015
2 weeks contingency	2 wks	02/03/2015	16/03/2015
Public opening	1 day	16/03/2015	16/03/2015

[\* Substantially complete but requires formal approval before 16<sup>th</sup> August 2013]

Tasks: Exhibition Design	Duration	Start	Finish
<b>Partial ward</b>	<b>0 days</b>	<b>07/06/2013</b>	<b>07/06/2013</b>
<b>Content Development</b>	<b>52 days</b>	<b>07/06/2013</b>	<b>19/08/2013</b>
Collections Meeting (1)	0 days	11/06/2013	11/06/2013
Review Collections	52 days	07/06/2013	19/08/2013
Theming and narrative development	52 days	07/06/2013	19/08/2013
Collections Meeting (2)	0 days	16/07/2013	16/07/2013
<b>Stage C - Design</b>	<b>48 days</b>	<b>27/06/2013</b>	<b>02/09/2013</b>
Concept Design work	38 days	27/06/2013	19/08/2013
Interface with architect development	38 days	27/06/2013	19/08/2013
Compile Stage C Report	6 days	12/08/2013	19/08/2013
Design Award of Contract	0 days	19/08/2013	19/08/2013
Stage C - Internal Review and Approvals	10 days	20/08/2013	02/09/2013
HLF Presentation - Stage C	0 days	28/08/2013	28/08/2013
Evaluation and Audience Consultation	10 days	03/09/2013	16/09/2013
<b>Stage D - Design</b>	<b>30 days</b>	<b>03/09/2013</b>	<b>14/10/2013</b>
Detailed Design	30 days	03/09/2013	14/10/2013
Content Development work	30 days	03/09/2013	14/10/2013
Mid-Stage Presentation	0 days	23/09/2013	23/09/2013
Stage D - Internal Review and Approvals	14 days	15/10/2013	01/11/2013
HLF Presentation - Stage D	0 days	23/10/2013	23/10/2013
Final revisions to Stage D submission	5 days	04/11/2013	08/11/2013

HLF Stage 2 Submission	0 days	11/11/2013	11/11/2013
HLF Response and Grant Award	66 days	11/11/2013	10/02/2014
HLF Mobilisation	20 days	11/02/2014	10/03/2014
<b>Procurement and Fit-out</b>	<b>227 days</b>	<b>01/05/2014</b>	<b>16/03/2015</b>
OJEU Tender Period	86 days	01/05/2014	28/08/2014
Mobilisation	10 days	29/08/2014	11/09/2014
Fit-out off site	40 days	12/09/2014	06/11/2014
Fit-out on site	41 days	07/11/2014	02/01/2015
Object Installation and Testing	40 days	05/01/2015	27/02/2015
Contingency and soft opening	10 days	02/03/2015	13/03/2015
Public Opening	0 days	16/03/2015	16/03/2015

### **Design Review**

A further Design Team meeting with representatives of Hitchin Town Hall Ltd took place on 27<sup>th</sup> June 2013. The principal purpose of the meeting was to consider potential alternative arrangements for access to the Museum which could incorporate ramped entry as the current scheme relies on steps and a platform lift.

At the time of writing, further technical consideration was being given to these options by the Project Executive in consultation with the Portfolio Holder. Should any changes be agreed these will be subject to them being affordable within the overall budget for the project, planning and other obligations and will need to be in line with the Development Agreement which specifies Hitchin Town Hall Ltd's development requirements.

### **Conclusion**

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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**Strategic Director Customer Services**

4<sup>th</sup> July 2013