

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

REPORT OF THE STRATEGIC DIRECTOR OF CUSTOMER SERVICES

This Information Note provides a further update for Members on the North Hertfordshire Museum and Town Hall Project following the last report in July 2014.

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 July 2014.

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
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
Carpentry to stairwell roof	25 th July 2014
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/1st Fix (Majority of work complete)	27 th June 2014

General Update

- As reported in June the additional Listed Building Consent (LBC) application has been submitted and was considered at the August Planning Control Committee on 14 August 2014. The application submitted by the Council's Architects Buttress, sought approval for:
 - 1) Mountford Hall - Stage Plenum
The front of the main stage will be extended by 400mm with 12 no. apertures inserted to distribute air into the main hall.
 - 2) Mountford Hall - rear ventilation
Ventilation duct and 5 no. circular swirl diffusers provided within a plaster boarded enclosure located above the entrance doors onto the Mountford Hall gallery.
 - 3) Mountford Hall - cable trunking
Metal conduit enclosing cabling to supply lighting, security and power positions located along the west wall of the main hall. The trunking is located just below the existing cornice. The trunking will be painted to match the decoration of the main hall.
 - 4) Entrance Foyer - boxing in of services
Provision of service pipework running just below existing ceiling level around the perimeter of the entrance foyer space. The pipework would be encased in square edged plasterboard between 209mm and 428mm in depth
 - 5) Entrance Foyer - warm air curtain
Provision of high level warm air curtain units suspended below the ceiling over the entrance doors. The units would have a white powder coated steel panel finish.

An extract from the decision notice appears below:

*'In pursuance of its powers under the above Act and the associated Orders and Regulations, the Council hereby **GRANT LISTED BUILDING CONSENT** to the works described above and proposed by you in your application received with sufficient particulars on 19/06/2014.*

The consent is subject to the following conditions:

- 1 *The development hereby permitted shall be carried out wholly in accordance with the details specified in the application and supporting approved documents and plans listed above.*

Reason: To ensure the development is carried out in accordance with details which form the basis of this grant of permission.

- 2 *Prior to the implementation of the colour schemes approved under condition 4 of listed building consent ref: 12/02797/1LB, details of the painting and decoration finishes to:*

i) the boxing in of the services to the perimeter of the foyer ceiling

ii) the metal conduit to the west wall of the Mountford Hall

iii) the boxing in of ventilation equipment above the Mountford Hall gallery

iv) the stage plenum

shall be submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in accordance with the approved details.

Reason: To preserve the special character of the listed building.

- 3 *Following the completion of the replacement radiators to the Lucas Room, the relaid floorboards shall have the same width, depth, surface and fixings finish as the existing boards unless otherwise agreed and approved in writing by the Local Planning Authority.*

Reason: To preserve the special character of the listed building.

- 4 *Notwithstanding the details shown on drawing no. 7198 (45) 010 Rev C2, further details of the coving and cornice treatment to the boxing in of the services, together with the pipework and supports to the warm air curtains, in the Town Hall entrance foyer shall be submitted to and approved in writing by the Local Planning Authority prior to completion of the works. The development shall be carried out in accordance with the approved details.*

Reason: To preserve the special character of the listed building

- 5 *Prior to their insertion, details of the access and maintenance hatches to the boxed in services in the entrance foyer shall be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details.*

Reason: To preserve the special character of the listed building

In respect of condition 2, Planning Committee also resolved that discharge of this condition will be subject to consideration by the Committee and this has been provisionally scheduled for the meeting due to be held on 11th September 2014.

Full details of the application can be viewed at <http://www.north-herts.gov.uk/aksnherts/users/public/admin/kab14.pl?operation=SUBMIT&meet=91&cmt=PCC&grp=public&arc=71>

- At the June Hitchin Area Committee the Vice Chair requested a tour around the site to see the project progress before the end of August and this has now been scheduled to take place on Tuesday 19th August. Invitations were despatched to all Members of the Council via MIS on 11th July 2014.
- Museum staff continue to liaise with the designers, finalising the choice of objects for display. Members of the museum team are locating, cleaning and photographing objects for the new museum, and are shortly to start writing the text for the object labels and panels. A trained conservator is volunteering her

time to clean and conserve a door from the Perks & Llewellyn chemist's shop, which includes a large stained glass panel designed by Hitchin-based artist Theodore Kern.

Project Plan

The project plan provides an overview of the entire project and the key tasks that have or need to be undertaken. There are no changes to the project plan that was reported in July 2014. It is likely however that this will need to be reviewed as a result of the condition on the LBC to present the decoration scheme to the Planning Control Committee prior to implementation. Officers are currently liaising with the Council's Architect to identify any programme delays this may cause.

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
fit out works (community)	4 wks	Mon 19/01/15	Fri 13/02/15
Museum fit out on site	41 days	Mon 16/02/15	Mon 13/04/15
object installation and testing	40 days	Tue 14/04/15	Mon 08/06/15
2 weeks contingency	2 wks	Tue 09/06/15	Mon 22/06/15
Public opening	0 days	Mon 22/06/15	Mon 22/06/15
Procurement of Architect for fit out	691 days	Mon 29/10/12	Mon 22/06/15
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
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	Tues/20/05/14
Procurement and Fit-out	298 days	Thu 01/05/14	Mon 22/06/15
OJEU Tender Period	86 days	Thu 01/05/14	Thu 28/08/14
Mobilisation	10 days	Fri 29/08/14	Thu 11/09/14
Fit-out off site	40 days	Fri 12/09/14	Thu 06/11/14
Fit-out on site	41 days	Mon 16/02/15	Mon 13/04/15
Object Installation and Testing	40 days	Tue 14/04/15	Mon 08/06/15

Contingency and soft opening	10 days	Tue 09/06/15	Mon 22/06/15
Public Opening	0 days	Mon 22/06/15	Mon 22/06/15

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 following requests from Members and with the agreement of the Chairmen of NHDC's Area Committees, a regular information report will be provided to each of the Council's Area Committees from October 2014.

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