

**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 update reported to Area Committees and published in Members Information Services in December 2014.

**PROJECT UPDATE**

Table 1 below provides an overview of the key tasks that have been undertaken as part of the construction of the facility from December 2013 to December 2014.

Table 1

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

BWIC M & E Installation	19 <sup>th</sup> September 2014
Screed to Ground and First Floors	22 <sup>nd</sup> August 2014
Mechanical Carcass 1 <sup>st</sup> Fix	26 <sup>th</sup> September 2014
Mechanical Installation to Plant Deck	12 <sup>th</sup> September 2014
Skimmed Ceilings	November 2014
Lift Finishes	November 2014
Electrical 2 <sup>nd</sup> Fix	December 2014
Lighting	December 2014
Floor Finishes	December 2014
Toilets and Tiling Fit Out	December 2014
Heating System Filled	December 2014
<b>Town Hall Refurbishment</b>	
Strip out	24 <sup>th</sup> January 2014
Basement block work walls	14 <sup>th</sup> February 2014
Brick up redundant windows / doors	14 <sup>th</sup> March 2014
Steelwork to upper floor for museum store/plant	21 <sup>st</sup> March 2014
Form structural openings (Storerooms & office)	21 <sup>st</sup> March 2014
Carpentry to upper floor for museum store/plant	11 <sup>th</sup> April 2014
Adapt Stage to comply with ventilation requirements	25 <sup>th</sup> April 2014
Internal Fabric Repairs to plaster up redundant doors	2 <sup>nd</sup> May 2014
Basement Plantroom Mechanical Installations	30 <sup>th</sup> May 2014
Electrician Carcass/1 <sup>st</sup> Fix	30 <sup>th</sup> May 2014
Mechanical Carcass/1 <sup>st</sup> Fix (Majority of work complete)	27 <sup>th</sup> 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 <sup>st</sup> Fix	June 2014
Plantroom Mechanical Installations	October 2014
Mechanical 2 <sup>nd</sup> Fix (Majority of work complete)	October 2014
Carpentry 2 <sup>nd</sup> Fix	November 2014
Door Finishes	November 2014
Lighting (Majority of Work Complete)	December 2014

## OVERVIEW & SCRUTINY COMMITTEE

At its meeting, to which all Members of the Council were invited, on 18<sup>th</sup> December 2014 Overview & Scrutiny Committee considered the current status of the project following despatch of a letter to Councillors by Hitchin Town Hall Ltd which made a number of claims in respect of contractual matters between the organisation and the Council. Because of the nature of the business the majority of the meeting was held in confidential 'Part 2' conditions but the minutes of that meeting will be made available to Members in due course.

At the conclusion of the Overview & Scrutiny Committee meeting it was resolved:

- (1) *That the contents of the report entitled "Development Agreement: North Hertfordshire District Council & Hitchin Town Hall Ltd" be noted;*
- (2) *That, once matters regarding the Development Agreement between North Hertfordshire District Council and Hitchin Town Hall Limited had progressed, a further report be prepared for consideration by the Overview and Scrutiny Committee;*
- (3) *The Overview and Scrutiny Committee supported completion of the Hitchin Town Hall as a District Museum and Community Facility;*

(4) That, at a later date, the Overview and Scrutiny Committee to consider the approach of NHDC to larger projects.

## **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:

- Exhibition retender – a short retendering exercise is being carried out to value engineer this element of the contract to ensure the work can be accommodated in agreed budgets. The exercise has no impact on the programme as a whole;
- Extension to the construction period – as previously reported, it is anticipated that this will incur additional cost and project completion will be delayed. Further details will be provided in due course.

The project plan will be updated in due course to reflect the amended timescale for the project which, at the time of writing, is expected to be in the region of 12 weeks primarily as a result of the objections to the Listed Building Consent.

In October 2014 several panels of the construction site board were stolen. This matter was reported the Police and the panel was replaced at a cost of £492.85. I am saddened to report that a further criminal act of vandalism has taken place on the site board over the Christmas period and the Police have been asked to investigate. Signs have been posted on site requesting members of the public report any information they may have about this and to report any further suspicious activity. Revised site security arrangements have been implemented.

Although the Council has declined to comment on a number of items published in the local media concerning this project, a statement reiterating our commitment to delivering it project has been issued:

*"We are of course hugely disappointed by this latest turn of events and feel that HTH (Hitchin Town Hall Ltd) have misrepresented many of the facts but we remain steadfast in our commitment to delivering a fantastic museum and town hall for the community. We feel the allegations made by HTH regarding breaches of contract by the council are completely unfounded, not least because the alleged acts of vandalism cited by HTH have since been granted Listed Building Consent. The ramifications of this mean that ultimately council tax payers could be forced to foot the extra bill, and we will be doing everything we can to protect their interests in the coming months."*

## **PROJECT PLAN**

The Project Plan (Table 2) 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 December 2014. However, as explained previously there is likely to be an extension of time agreed for the build part of the project, which will impact on the completion of this project. Officers will update the programme once the extension has been agreed. Based on a twelve week delay the new opening date would be Sept/Oct 2015.

**Table 2**

<b>Tasks</b>	<b>Duration</b>	<b>Start</b>	<b>Finish</b>
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
<b>Procurement of Architect for fit out</b>	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
<b>Content Development</b>	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
<b>Stage C - Design</b>	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
<b>Stage D - Design</b>	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
<b>Stage D - Internal Review and Approvals</b>	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
<b>HLF Stage 2 Submission</b>	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
<b>Procurement and Fit-out</b>	177 days	Fri 17/10/14	Mon 22/06/15
OJEU Tender Period	3 days	Fri 17/10/14	Tue 16/12/14
Fit-out off site	65 days	Wed 17/12/14	Tue 17/03/15
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

## **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](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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9 January 2015