

**HITCHIN COMMITTEE  
8 SEPTEMBER 2015**

**PART 1 – PUBLIC DOCUMENT**

**AGENDA ITEM No.**

**10**

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

INFORMATION NOTE 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 this Committee and published in Members Information Services in July 2015.

**Project Update**

The current status of the project is illustrated in the 'project plan' that is provided on page 2 of this report, tasks that have been completed are shaded in grey.

**Council Meetings**

A report was presented to Council on 16 July 2015 providing an update on the current position of this project. Council resolved at minute 37:

- (1) That Council not agree to the proposals to vary or replace the Development Agreement submitted by Hitchin Town Hall Ltd.;
- (2) That officers be instructed to serve notice on Hitchin Town Hall Ltd terminating the Development Agreement in the event of non-payment of their capital contribution and, subject to this,
- (3) It be agreed that NHDC will operate the Town Hall directly in accordance with the general provisions of the Development Agreement, and that Cabinet be requested to approve the necessary revenue budget and reviews this operating model within three years of opening and, subject to this,
- (4) It be agreed that that capital expenditure to a maximum of £138,000 be earmarked for the fit out of the Town Hall.

A further meeting of Cabinet took place on 28 July 2015, they resolved at minute 38:

- (1) That the revenue budget for operating the Hitchin Town Hall, as detailed in Paragraphs 8.1, 8.2 and 10.3 of the report, of £67,000 in 2015/16, be agreed, and that £251,500 be built into the base budget for future years;
- (2) That the approach to the operational model be endorsed, and that it be noted that this will be subject to review within three years of opening; and
- (3) That it be noted that any variation to the agreed approach would be subject to approval by Cabinet or Council.

Finally, a report was presented to Council on 3 September 2015, the recommendation was to gain Council's approval for an immediate capital expenditure to a maximum of £138,000 for the fit out of the Town Hall.

### **Front Entrance / Construction contract**

The works to the external part of the front entrance have now been completed, thereby bringing the build aspect of the project to completion, aside from a number of items of work that were either not included or withdrawn prior to completing this aspect of the project. As explained in the last report, Practical Completion has been issued and the twelve months dilapidation period has commenced. The Council and the Council's lead consultant have commenced monitoring of the building and will continue to oversee works outside of the main contract.

### **Museum fit out**

Installation is progressing well. LightBrigade, the museum fit-out company are currently constructing the framework that the showcases will sit. Production of the glass and metal showcases by Armour, one of the UK's major museum showcase manufacturers, is ongoing, and the first floor wall-mounted cases were delivered on 25 August, and installed that week.

### **Audio-Visual**

The Audio-Visual aspects of the museum are coming on extremely well. Ay-Pe, the AC contractor, has filmed four short plays showing the Biggin at various stages of its history. The scenes will appear in 3D in a model of the Biggin, like holograms, but using Pepper's Ghost, Victorian technology with projection and mirrors. The shadow theatre films for three folk tales are currently in production, and the scripts have been recorded. The first draft film of Jack o'Legs is excellent. Pathé newsreels have been acquired for both ground and first floor galleries.

### **Project Plan**

The project plan provides an overview of the entire project and the key tasks that have or need to be undertaken.

Table 1

<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
<b>Design</b>	<b>38 days</b>	<b>Wed 05/06/13</b>	<b>Fri 26/07/13</b>
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 (12 weeks)	12 wks	Mon 19/01/15	Fri 10/03/15
fit out works (community) currently on hold			
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 / TBC	0 days	Mon 05/10/15	TBC
<b>Procurement of Architect for fit out</b>	<b>766 days</b>	<b>Mon 29/10/12</b>	<b>Mon 05/10/15</b>
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>	<b>52 days</b>	<b>Fri 07/06/13</b>	<b>Mon 19/08/13</b>
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>	<b>48 days</b>	<b>Thu 27/06/13</b>	<b>Mon 02/09/13</b>
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>	<b>30 days</b>	<b>Tue 03/09/13</b>	<b>Mon 14/10/13</b>
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
<b>PQQ Notice period</b>	<b>29 days</b>	<b>Tue 19/08/14</b>	<b>Fri 26/09/14</b>
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
<b>Stage E &amp; Preparation of Tender documentation</b>	<b>135 days</b>	<b>Mon 24/03/14</b>	<b>Fri 26/09/14</b>
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
<b>Tender period</b>	<b>107 days</b>	<b>Fri 26/09/14</b>	<b>Mon 23/02/15</b>
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
<b>Project Delivery Stage</b>	<b>160 days</b>	<b>Tue 24/02/15</b>	<b>Mon 05/10/15</b>
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 22/06/15	Mon 24/08/15
Contingency	10 days	Tue 22/09/15	Mon 05/10/15
Opening to public / TBC	0 days	Mon 05/10/15	TBC

## 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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