

**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 North Hertfordshire Museum and Town Hall Project following the last update reported to Letchworth and Hitchin Area Committees and published in Members Information Services in January 2015.

**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 February 2015.

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
Carpentry 2 <sup>nd</sup> Fix	January 2015
Timber Flooring	January 2015
M & E Test and Commission	January 2015
<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
IPS 1 <sup>st</sup> fix 2 <sup>nd</sup> fix cubicles	January 2015
Cermaic Tiling to Walls and Floor	January 2015
Fix Sanitary Ware	January 2015
Mechanical 2 <sup>nd</sup> Fix	January 2015
Carpentry 2 <sup>nd</sup> Fix	January 2015
Timber Flooring to 1 <sup>st</sup> Floor	January 2015
Fixtures and Fittings	January 2015
<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
Electrical 2 <sup>nd</sup> Fix	January 2015

### **Cabinet Meeting, Tuesday 27 January 2015**

At its meeting of 27 January 2015 cabinet considered a report on the project and, at minute 108:

***“RECOMMENDED TO COUNCIL:*** *That an increase of the Capital Programme up to a maximum of £223,392 for additional costs in respect of the North Hertfordshire Museum and Community Facility project (as set out in Paragraph 8.4 of the report) be approved.*

### **RESOLVED:**

(1) *That the Chief Executive’s intention to take action under the Special Urgency*

*procedure tomorrow to authorise capital expenditure of £68,539 to reflect the additional capital costs resulting from the delays in the building programme in securing the discharge of conditions for Listed Building Consent (as outlined in Paragraph 8.4 of the report) be noted;*

*(2) That it be noted that, following consideration of the Capital Programme by Full Council on 12 February 2015, any implications on 2015/16 capital budgets as a result of profiling project spend will be reported in the third quarter capital monitoring report; and*

*(3) That it be noted that a further report will be submitted in due course identifying any additional contingency budget necessary to complete the project.”*

#### **Record of decision made under delegated authority, Thursday 29 January 2015**

Following the meeting of Cabinet using his urgency powers, the Chief Executive authorised the following:

*“To authorise capital expenditure [of £68,539] under the Special Urgency procedure to reflect additional capital costs resulting from the delays in the North Hertfordshire Museum/Hitchin Town Hall project in securing discharge of conditions for Listed Building Consent.”*

*“To comply with the Council's contractual commitments to complete the development to a specified standard and timescale ...”*

#### **Council Meeting, Thursday 12 February 2015**

A report presenting Cabinet's recommendation to Council was included on the agenda for this meeting. However, prior to considering the report advice was provided by the Monitoring Officer:

*“The Monitoring Officer advised that Members would be aware from the recent Overview and Scrutiny Committee meeting on this project, and subsequent press coverage, that Councillor David Leal-Bennett was advised that in the view of himself, as Monitoring Officer, he had a close association with Hitchin Town Hall Limited, as set out in Paragraphs 4.6(a) and/or (b) of the Code of Conduct adopted by Full Council. The requirements of the Code of Conduct are that whilst he could speak as a member of the public and listen to any other public speeches, he must leave the room prior to the item being presented and debated.*

*The Monitoring Officer stated that his advice had not changed, in that he considered if Councillor Leal-Bennett was present for the debate he was potentially breaching the Code of Conduct. As the decision before Council was a financial one, the Monitoring Officer advised that he would be failing in his duty if he did not raise concerns at a Member taking part in that decision, potentially in breach of the Code of Conduct. This would put any Council decision at risk. He therefore advised that Councillor Leal-Bennett should be asked to leave the Council Chamber for this item.*

*The Chairman of the Council asked Councillor Leal-Bennett if he was prepared to accede to the advice of the Monitoring Officer and leave the room.*

*Councillor Leal-Bennett replied that he had obtained his own advice regarding this matter, and stated that he was not prepared to leave the room.*

*Accordingly, the Chairman of the Council suspended the meeting at 10.10pm, and withdrew from the Council Chamber.*

*The Chairman of the Council returned to the Council Chamber at 10.24pm and re-opened the meeting. She announced that, in view of Councillor Leal-Bennett's decision not to withdraw from the meeting, she had withdrawn this item from consideration at the meeting."*

In view of this, consideration is currently being given to how the necessary decision(s) can be made.

### **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:

- Construction contract – As reported at the January Cabinet committee an eight week extension has been awarded to the construction contractor. This currently entails an opening date of 5 October 2015. As noted by Cabinet, there are still items that the Council is resolving with the construction contractor, therefore, this date might change. If this is the case a further report will be submitted identifying any additional contingency budget necessary to complete the project and the time implications.
- Project Cost – Officers reported an increase in project cost of £291,931 from the previously reported position to January Cabinet. Using his emergency powers, Cabinet noted the Chief Executives intention to authorise additional expenditure of £68,593 as detailed above.
- Exhibition retender – The museum fit-out was successfully re-tendered, notice of intention to award the contract has been served. The successful contractor has tendered within the budgeted sum.
- The museum team has now chosen every object (over 1200 items) for the museum, and staff are busy writing individual labels. These will shortly be sent to a range of relevant local, natural history and archaeology societies for fact-checking.
- The Director of Museums for Arts Council England visited the site at the end of January, and was extremely impressed, giving a good write-up on his blog.
- The museum staff restructure process has now begun, with consultation continuing until 4 March 2015.

### **Project Plan**

The project plan provides an overview of the entire project and the key tasks that have or need to be undertaken. This has been updated following the Council awarding an 8 week extension to the construction phase of the project. Therefore, the current estimated opening date is 5 October 2015.

Currently the fit out works for the Town Hall is planned to take place from 16 March – 10 April 2015, this is based on Hitchin Town Hall Ltd undertaking this work. As HTH Ltd are not in a position to do this Officers are developing contingency arrangements and calculating the cost implications for consideration by Cabinet.

Table 2

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
<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 (8 weeks)	8 wks	Mon 19/01/15	Fri 13/03/15
fit out works (community)	4 wks	Mon 16/03/15	Fri 10/04/15
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	0 days	Mon 05/10/15	Mon 05/10/15
<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 23/03/15	Mon 18/05/15
Contingency	10 days	Tue 22/09/15	Mon 05/10/15
Opening to public	0 days	Mon 05/10/15	Mon 05/10/15

## **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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