

**HUNTINGDON TOWN COUNCIL**  
**TOWN HALL PROJECT MANAGEMENT BOARD**

A meeting of the Town Hall Project Management Board was held in the Town Hall, Market Hill, Huntingdon on Tuesday September 13<sup>th</sup> 2011.

Present: Councillors S M Mulcahy; T D Sanderson; J Sarabia; and J Skerry (Chairman).

In attendance: Councillors C Hyams & N Pauley; and Richard Meredith, Huntingdon & Godmanchester Civic Society.

Absent: Councillor S Akthar

**36. APOLOGIES FOR ABSENCE**

These were received from Councillors A Beevor; A MacKender Lawrence; & R Subhan and from M Lyons, A Milton, J Goldsmith & P Saunders.

**37. DECLARATIONS OF INTEREST**

There were none.

**38. PUBLIC ADDRESS/ADDRESS BY OTHER COUNCILLORS TO THE BOARD**

There was none.

**39. MINUTES**

Copies of the minutes of the meeting of the Town Hall Project Management Board held on 25<sup>th</sup> August 2011 (M4) had been circulated in advance of the meeting, following their informal approval by the Chairman. It was proposed, seconded and

**RESOLVED** that these were a correct record and they were duly signed by the Chairman.

**40. TOWN HALL REFURBISHMENT PROJECT – VARIATIONS TO THE WORKS SPECIFICATION**

A report before Members gave details of some proposals to vary items of work previously agreed for the project, following discussions held with the contractor since the previous Board meeting.

Members heard that whilst a £44,000 saving had been considered possible by re-connecting new heating boilers to existing pipework, this saving was now

known to be only £17,300 and that the contractor's recommendation was for pipework to be renewed.

It was therefore

**RESOLVED** to recommend the option for installation of new boilers and pipework in the works specification.

The Board heard that the works specification proposed relocation of ventilation grills in the Assembly Room. The Chairman's view was that moving grills would necessitate local re-decoration and that there was no apparent reason for their re-location, other than the aesthetic. It was therefore proposed and

**RESOLVED** to recommend that since a saving of £3640 could be made by doing so, to remove this item from the works specification, subject to Building Control approval.

Members considered a proposal not to employ a Project Manager for the remainder of the project, on the understanding that the Contractor was receiving a fee to manage the works. The report highlighted that the NEC Option C Engineering and Construction Contract proposed for the works referred to a Works Supervisor/Clerk of Works requirement on the Employer's (ie the Council's) behalf. Members considered the risks involved if operating without such a representative, relying on Member support and it was

**RESOLVED** to recommend the appointment of an NEC Supervisor/Clerk of Works, on the basis of eight hours per week, comprising 2-3 site visits, for the duration of the contract.

With regard to insurance & risk, the report detailed joint insurance arrangements and the contractor's responsibility for insurance for the works until the Completion Date. Having discussed this with the contractor, the Chairman remained doubtful about the risk of theft of new fittings and asked whether Defects Certificates would be issued throughout or at the end of the works programme. Since this remained to be clarified it was proposed and

**RESOLVED** to allow a contingency £5000 in project costs to meet the cost of any additional insurance arrangements required.

With reference to IT and Telephony provision, the Chairman advised that the works specification, on which current Target Costs for consideration at the meeting were based, included provision for IT cabling. At the time of his discussion with the Contractor, only containment for cabling had been included and estimates at that time were for an allocation of £5000 to rectify this omission. It was therefore

**RESOLVED** to recommend that installation of IT and Telephone cabling and hardware should be added to the works specification, ensuring that the only requirement of the Council's IT Support company was to connect existing hardware.

There was some discussion about the provision of wi-fi connectivity in the building, which the Chairman assured Members would be a possibility in future,

providing the installation design allowed for it and that some further detailed work was required in this regard.

41. **CONTRACT TARGET COST – RECOMMENDATIONS OF THE QUANTITY SURVEYOR**

Members had before them a report of the Council's appointed Quantity Surveyor, Nick Buxton of Tillyards. The report gave assurance that items of works in the specification had been competitively tendered and that the target costs proposed represented best value for the Council.

Minor exceptions to this were reported as being costs quoted for scaffolding and for roofing works, for which the contractor had received only one and two quotations respectively, with others still awaited. The view of the QS was that despite this, estimates appeared to conform to current market rates.

The report confirmed the contractor's target cost figure, which included a substantial design contingency element sitting outside the target cost and over which the Council would have control, dependent on the degree of change required to the works information during the programme. The need for further detailed design input regarding the first floor kitchen and ground floor reception desk was acknowledged.

A further significant sum could be deducted from the target cost, according to the report, in the case that the Council opted to renew the heating pipework. Members were further advised by the QS Report that whilst the existing programme allowed for 2 phases of 14 and 12 weeks, this could be reduced if all the works were agreed to take place in a single phase.

The Chairman highlighted to Members a list of works that were excluded from the target cost. Of these, works to Court Areas 1 & 2; asbestos outside the affected work areas; building regulation fees; loose furniture and fittings; redecorations and data and network cabling/patch panels outside the affected work areas; UHF/DAB Ariel & Distribution; and Value Added Tax were acknowledged and agreed.

Members discussed the need for upgrading or replacement of insulation to roof and considered that in view of heating efficiency and the opportunity presented by roof repair works, this should be included.

Having considered the report content, Members were satisfied with the Quantity Surveyor's review of the target cost and it was proposed, seconded and

**RESOLVED** to recommend acceptance of the Contractor's target cost sum of £656,120.87, subject to confirmation of the scope of heating replacement works, contingency requirements and phasing requirements, together with any further changes to the scope of works, subject to the Council's agreement.

42. **ALLOCATION OF EXPENDITURE**

The Chairman referred to Council's agreed allocations of expenditure to the Town Hall Improvement Project to date, which firstly comprised £600,000 received as consideration on assignment of the lease for the Town Hall from Her

Majesty's Court Services, intended to meet the cost of essential repairs and maintenance. A further £120,000 was allocated in the Council's capital programme for installation of a lift in the building. And £15,000 had been allocated in revenue expenditure for 2011/12 to meet the cost of relocation of the Council's Offices from 1 Trinity Place, to the Town Hall.

Members heard the Chairman's view that allocations to date had not taken into account the need to provide a suitable reception and office facilities for the Town Council in the Town Hall and that further allocation was therefore necessary to meet this cost. He proposed that the Board recommend a total allocation of £840,000, which would ensure sufficient contingency.

Members heard that whilst the cost of maintaining the Town Hall would be more than that of 1 Trinity Place, there was still an estimated saving of £12,000 per year to be gained by rescinding the lease on the latter. In the event that borrowing was required, the Chairman had calculated that the cost of this would be regained within 15 years. He emphasized the likelihood that spending on the project would be below the figure proposed, but that the risk that contingency would be required was real in view of the age and condition of the building.

The Board was reminded that there were costs in addition to the target costs and contingency which had to be met, which included the contractor's pre-commencement fees; project management costs; QS & CBM costs; Statutory fees; Insurance; Asbestos Survey costs; and any additional removals costs.

A Member of the Council having indicated that he wished to address the Board, the Chairman proposed that the meeting adjourn and it was

**RESOLVED** so to do.

Councillors Hyams and Pauley addressed the Council. It was suggested that the increase in precept for the current financial year, which amounted to around £110,000 was sufficient to meet the difference between the proposed allocation and allocations already made by the Council.

It was proposed that the meeting should re-convene and

**RESOLVED** so to do.

Having considered the various cost elements of the project, Members proposed, seconded and

**RESOLVED** to recommend that the Finance Committee allocates £840,000 to meet the cost of the Huntingdon Town Hall Improvement Project.

43. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved that the public and the press be excluded from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960, since publicity was considered prejudicial to the public interest owing to the confidential nature of matters to be discussed. And

**RESOLVED** so to do.

44. **TOWN HALL PROJECT – AWARD OF CONTRACT**

Members discussed the award of contract, the details of which are contained in a private and confidential appendix to these minutes.

45. **READMISSION OF THE PUBLIC AND THE PRESS**

It was moved that the public and the press be readmitted to the meeting and

**RESOLVED** so to do.

46. **DATE AND AGENDA OF THE NEXT MEETING**

To be determined.

**CHAIRMAN**