

**Executive Advisory Panel
Redevelopment of Council Headquarters
Meeting Notes**

Evangelical Church, Bath St, Market Harborough, LE16 9JL

Wednesday 18th December 2013

Commencing: 5.15pm

Councillors Present: Beaty, Dr Bremner (Chair), Hall, Johnson, Liquorish & Spendlove-Mason

Officers Present: S. Riley (SR), M. Perris (MP), J. Bennett (JB) & G. Keeping (GK)

Item	Action
1. Apologies for Absence Cllr Dr Hill & Cllr Blunt (LCC).	
2. Notes of the meeting held on 29th October 2013 The notes of the meeting were agreed.	
<u>Matters arising:</u>	
• p2 <u>Building-Use Protocol and Travel Plan</u> : MP confirmed that these papers will be brought to the next meeting of the Panel.	MP
• p3 <u>Budget Change summary</u> : SR confirmed that the summary would be brought to the next meeting of the Panel.	SR
• p4 <u>Signage</u> : work is proceeding on rationalising highway/pedestrian signage within Market Harborough.	
• p5 <u>Future of Panel</u> : it has been agreed that the panel will continue to meet until The Symington Building is operational. It is anticipated that the final meeting of the Panel will be in April 2014 and will consider the post-project review.	
3. Highlight Report	
• <u>Contractor's Highlight Report</u> :	
○ This is the final Contractor's Highlight Report. The values for all KPIs have exceeded targets.	
○ Willmott Dixon will continue to cover snagging for twelve months and latent defects for an indefinite period. A mechanical and electrical maintenance	

contract has been put in place with Willmott Dixon for the first year.

- Client's Highlight Report:
 - Client-managed fit-out elements: a contractor has been identified to deliver the signage. The colours used in the building will be reflected in the signage.
 - Cycle Shelter: grant of c. £7k has been received from LCC. Work will proceed early in 2014.
 - Lettings Strategy: the two units accessible from the atrium are under offer. Fit-out will take two weeks, with the intention of opening to the public at the same time as the rest of the building. Unit 3 is attracting interest. A temporary ramp will be fitted to assist access from the street.
 - Stairs: some work is outstanding on the edges of the steps within the building.
 - Facilities management: negotiations with ISS are nearing completion.
 - Cultural Change: on-line induction for staff is progressing well. Member induction will take place on 15th January 2014.
 - Re-occupation of the Symington Building: ICT are moving tomorrow. Staff will move back in January & February 2014. LCC will move in on 8th February. The Library will move from 8th February onwards. The building will be open to the public from 27th January 2014; Millers House will be closed on the Friday before.
 - Art Strategy: the panel met earlier in the afternoon. The next stage will be to receive presentations from those on the short-list.
 - Legal Activity: currently working on leases/licenses; most work is on track.

4. **Any other business:**

Chairpersons Photographs

This matter had previously been raised by Cllr Page. MP reported that there were more than forty photographs. Consideration was being given to the possibility of placing the photographs on a digital system, with a rolling display. Alternative, the existing photographs could be displayed, possibly on a stairwell, although it was noted that the ceremonial staircase could not now be used. The Panel discussed the merits of these proposals and, based upon a majority view,

RECOMMENDED to Executive:

- (i) that the photographs of former Chairpersons should be displayed digitally and a location decided upon once the building was reoccupied;**
- (ii) that the possibility of expanding the system to**

include historical information (as an inter-active project providing information about the Council) should be investigated; and
(iii) that the old Chairperson photographs should be archived.

Plan of Activity for Building Re-opening

JB reported that the current proposal was to concentrate activity around a single opening day. All local MPs will be invited; Edward Garnier (as MP for Market Harborough) will perform the opening ceremony. It was agreed that the Panel would receive an update, with a list of proposed invitees for the activities.

JB

It was confirmed that Linstock would not be involved in the presentation on the history of the building (p31 Highlight Report).

5. **Dates Future Meetings**

- Monday 27th January 2014
- Wednesday 16th April 2014

Exempt Business

1. **Section 100A Local Government Act, 1972**

It was

RESOLVED that: the public and press be excluded from the remainder of the meeting on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972.

2. **Financial Update**

SR presented the financial update spreadsheet. Investment stood at £6.8m. The project was on track to be delivered within budget, before time and to a high standard.

3. **The Symington Building External Signage**

JB presented details of three options for 'design routes'. The approach taken needed to take account of the look, feel and heritage of The Symington Building and to work with the logos of partners. The project Board had recently considered the three routes and incorporated two of these into a proposed route. English Heritage would have to be consulted on the proposals for banners.

After discussion, the Panel

RECOMMENDED to Executive:

- (i) that a combination of Routes 1 & 2 (as set out in paper 'Proposed design Route') be adopted; and**
- (ii) that the HDC logo be included in the main sign to**

be displayed outside the building.

The meeting closed at 6:30 pm.