

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

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

**Thursday 25<sup>th</sup> April 2013**

Commencing: 5pm

Councillors Present: Beaty, Mrs Beesley-Reynolds, Hall, Dr Hill, Johnson, Smith & Spendlove-Mason (Chair)  
Houseman (Leicestershire County Council)

Officers Present: A. Graves (AG), N. Proudfoot (NP), M. Perris (MP),  
C. Clarke (CC), T. Downs - Willmott Dixon (TD),  
G. Keeping (GK)

Item	Action
<b>Election of Vice-chairman</b> Cllr Beaty was elected as Vice-chairman; he welcomed members to the meeting.	
<b>1. Apologies for Absence</b> None received.	
<b>2. Notes of the meeting held on 27<sup>th</sup> February 2013</b> The notes of the meeting were agreed; further discussion about the naming of the building was to be considered under item 9.	
The Chairman arrived and took over the running of the meeting at 5:10pm.	
<b>3. Project Governance</b> AG introduced diagrams illustrating the arrangements for the Property Workstream Governance and the Property Delivery Structure. She also introduced and explained the role of Mark Perris (MP) as the Council's Corporate Asset Manager. The Property Project Board will meet at least once each month.	
<b>4. Community Engagement Plan</b> <u>Art &amp; Historical Interpretation Strategy brief:</u> CC introduced the brief for the Strategy, which is to be commissioned from Creative Leicestershire. The work will be commissioned by the Panel and the contract managed by the Project Board; the Civic Society and the Bowdens Charity will be involved through consultation. The	

	<p>proposed brief has been brought to the Panel for endorsement; once developed, the strategy itself will be brought back to a future meeting of the Panel.</p> <p>The budget for developing the strategy is £5k. A grant is being sought to cover 50% of the costs of development and implementation. The remaining cost will be shared equally between HDC and LCC. It was noted that the Arts element of the project will only proceed if the grant-aid is forthcoming – it will not be additional to the overall cost of the project.</p> <p>The key outputs proposed from the Art Strategy are listed in Section 5 of the brief. It was noted that the additional costs associated with the redisplay of the U3A Millennium Tapestry would be funded through the Museum element of the project.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>(i) that a further output should be added to 5.1 for inclusion of an acknowledgement of support from the Bowdens Charity and other funding bodies; and</li> <li>(ii) that the brief, as set out in the report, be endorsed, subject to the additional item (i), above.</li> </ul>	<b>CC</b>
5.	<p><b>Review of Highlight Report</b></p> <p>Panel members were reminded that this report is a distillation of the detailed monthly reports provided to CC by Willmott Dixon.</p> <p><u>P1 Project Plan (Summary):</u> the Retail Agent has been appointed – see item 8, below. Key stage 4 milestones are all green.</p> <p><u>Contractor’s Highlight Report</u></p> <p><u>P4 1.2 Construction Programme – Key Dates:</u></p> <ul style="list-style-type: none"> <li>• All key dates on target or complete (green).</li> <li>• Handover Date: this is the date for the building being handed back to HDC. Time needs to be allowed for the move back into the HQ building. MP will develop and lead the move back.</li> </ul> <p><u>P6 1.4 Key Performance Indicators:</u></p> <ul style="list-style-type: none"> <li>• KPI 1 Recycling – no additional financial income is expected from recycling. Saving on the recycling of metal etc. has already been taken into account in the costing of the contract. The aim of the KPI is to minimise waste to landfill.</li> <li>• KPI 3 &amp; KPI 4 Subcontracts – above target for spend (subcontracts) within 20 miles. Local contractors used, including scaffolders and plasterers.</li> </ul> <p><u>Client Highlight Report</u></p> <p><u>P10 Workstream 2.1.1 Lettings Strategy</u></p> <ul style="list-style-type: none"> <li>• Office Space: On-going dialogue with NHS.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Retail: healthy level of expressions of interest.</li> </ul> <p><u>P11 Workstream Facilities Management</u> NP reported that the Corporate Management team are considering an options paper. The focus is currently on the permanent contract for the building re-opening.</p> <p><u>P12 Workstream 2.1.4 Museum/Library and Bowdens:</u> The detailed design for the museum is on-going. There may be a need to vary the contract once the design is better progressed and costed. The integration of this work into the main contract and programme of works will be complete by June 2013. The costs for this element of work will be presented to the next meeting of the Panel.</p> <p><u>P14 2.3 Client Risk Register:</u> Several new risks have been identified and added to the register and there have also been some changes since the report was drafted:</p> <ul style="list-style-type: none"> <li>• Legal agreement needs to be signed off</li> <li>• Listed building issues have now been addressed and consents have been received</li> <li>• Proposed design of lifts has been approved by the stakeholder group</li> </ul>	<p>CC/MP</p>
<p>6.</p>	<p><b>Communications Strategy and Plan</b></p> <p><u>P2 Key Messages:</u> Now in the Construction stage. Planning and Mobilisation stages went well due to pre-emptive communications work. An immediate priority will be managing communications with the press concerning the letting of the retail units.</p> <p><u>P3 Audiences:</u> Will be engaging with staff more; process has started with all-staff briefing.</p> <p><u>P4 Activity Outline:</u> <u>Construction</u> – action plan to be issued soon and copied to the panel. Scaffolding on Adam &amp; Eve Street will be erected in the period mid-May to early June and will remain in place until mid-August. Footings for the scaffolding will affect one disabled parking space – consultation with interested parties is taking place. Local residents will be informed through the newsletter and web-site. <u>Completion</u> – Community Event – may possibly hold open-day(s) with access to all areas of the building on a working day.</p> <p><u>Q&amp;A Document:</u> This will be circulated to Panel Members by email.</p>	<p>CC</p>

	<p><u>Official Opening</u> Planning for the opening has started and ideas will be brought back to the next meeting of the Panel.</p>	CC
7.	<p><b>Contracts Awarded</b> MP reported on the appointment of Andrew Granger &amp; Co. as Retail Agent (contact Kevin Skipworth). Significant interest is already being shown in the units.</p>	
8.	<p><b>Lettings Strategy</b> MP explained the advice received from the Retail Agent that seeking to broaden the planning permission for the retail units to include categories A3 Restaurants &amp; Cafes and A4 Drinking Establishment would increase flexibility and widen the range of possible uses, but still allow each prospective tenant to be judged on their own merits.</p> <p>Some panel members expressed concern at the inclusion of category A4, but accepted that it should be included at this stage to increase flexibility.</p> <p><b><u>RECOMMENDED to Executive:</u></b> <b>That authority be delegated to Assistant Director Corporate Resources to seek planning permission to widen the permitted uses of the ground floor retail units to include A3 Restaurants &amp; Cafes and A4 Drinking Establishment as defined by the Town &amp; Country Planning Act (Use Classes) (Amendment) (England) Order 2005.</b></p> <p>It was agreed that the Lettings Strategy would be recirculated to Panel Members</p>	MP/GK
9.	<p><b>Items for Discussion</b> <u>Move back to HQ</u> MP reported that a presentation to staff had been made and that steps were being taken to introduce staff to working in an open-plan environment. The number of desks required and the implications of flexible working are being revisited. A review of material in storage will be carried out, with the aim of further reducing paper filing.</p> <p><u>Feedback on naming of building</u> The feeling of the meeting was that the Panel's recommendation for the name of the building had been 'Symingtons', however Executive had resolved on 22 April that the decision to name the building be taken by Council. The Officer's briefing note to Council will be circulated to Members before the weekend.</p>	
10.	<b>Any other business</b>	

	<p><u>'Changing Places'</u> Cllr Houseman asked whether any 'changing places' were currently provided within Market Harborough. The County Council has funding available to encourage the provision of these facilities and felt that the refurbished HQ building or the Market Hall might be considered. The Panel expressed concern that this suggestion was being made at such a late stage in both the projects. It was agreed that a paper on 'changing places' would be taken to the Project Board and returned to the Panel, if approved by the Board.</p>	<b>MP/CC</b>
<b>11.</b>	<p><b>Dates and format of Future Meetings:</b> <u>RESOLVED</u> that future meetings of the Panel start with a site visit at 4pm, with the formal meeting scheduled after this at 5pm.</p> <p>Meeting dates:</p> <ul style="list-style-type: none"> <li>• Proposed for 20 June (may need to change)</li> <li>• Thursday 26 September</li> <li>• Wednesday 18 December (provisional)</li> </ul>	
	The meeting closed at 7pm	