

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

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

Thursday 4th July 2013

Commencing: 2pm

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

Officers Present: S. Riley (SR), B. Jolly (BJ), M. Perris (MP), C. Clarke (CC),
G. Keeping (GK)

Item	Action
1. Apologies for Absence Cllr Beesley-Reynolds, Blunt (LCC).	
2. Notes of the meeting held on 17th June 2013 The notes of the meeting were agreed.	
<u>Matters arising:</u>	
• <u>Capital/Revenue expenditure monitoring report</u> : this will be brought to the next meeting of the Panel.	CC
• <u>Council Chamber</u> : CC reported that the ducts were now in place, which gave a better idea of the height of the ceiling. It was agreed that this would be discussed at the next meeting and that 3D images would be provided for the Panel.	CC
3. Art and Historical Interpretation Strategy The Panel considered the draft Strategy. The following points were raised:	
• The Strategy appeared to be very wide-ranging and it was not clear how it would be delivered or how much it would cost;	
• 'Art' has been taken to include sculpture;	
• It was important that art did not get in way of clarity and the need for clear signage;	
• ULAS (University of Leicester Archaeological Service) have a commission, paid for by LCC, to collect a photographic record of the redevelopment, and then to produce a	

publication at the end; working with the Market
Harborough Historical Society;

- It was suggested that a decision on the re-hanging of photographs of past Chairmen of the Council should be left until the building had been in use for a while. Staircase 18 was identified as a potential site for the photographs;
- The wall of customer services (wall 9 on ground floor) had been identified for the hanging of the remounted U3A Tapestry;
- The provision of a suspended feature had been discussed by officers, but it was felt that the budget was insufficient. The suggestion was put forward that old machinery might be displayed under the stairs in the reception area.

4. **Review of Highlight Report**

Contractor's Highlight Report: The Contractor's Highlight Report did not need to be considered at this meeting, as there were no specific issues to address.

Timing of reports: It was noted that the Highlight Report was one month old; this should be rectified by the meeting in September when report and meeting will be better synchronised.

CC

Handover Date: CC reported that the new handover date of 29 November had been agreed. SR noted that contract costs were within budget. Early handover would give additional revenue costs, but would allow for a longer move back into the building.

Ramp: The issue over the ramp near the Clubroom will be resolved with the provision of a temporary ramp. The steps will remain.

Work-experience positions: CC reported that one position was filled and a press release would be issued shortly. The other post is awaiting confirmation.

Roof repair: this is low value work and is part of the move to cover at this stage all likely maintenance work that might be expected to occur over the next five years.

Significant Risks:

- Risk of early completion (risk 11) has been added, although this can also be viewed as an opportunity. The Customer Service Centre will move back last and the Museum / Library will open later. The move back will be to a planned timescale, despite the earlier availability of the building.
- Risk of not letting building: a new risk will be added to future reports.
- Risk 9: should read Harborough *Historical* Society.

CC

Scaffolding: the scaffolding will be removed in a phased manner from August, with the last piece being taken down in early October.

5. Any Other Business

None

6. Dates Future Meetings

Meeting dates:

- Wednesday 28th August (with site visit)
- Thursday 26 September
- Wednesday 18 December (provisional)

Exempt Business

1. Section 100A Local Government Act, 1972

It was moved by Councillor Beaty, seconded by Councillor Hall and

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.

<p>2.</p>	<p>Lettings Strategy</p> <p>A change of the scheme of delegation to allow lettings to be followed up more quickly will be considered by the Executive on 8 July. A planning application concerning change of use would be considered at the next meeting of the Planning Committee. A broad range of types of business have been showing interest, but to date no lettings had been confirmed.</p> <p>Discussions have taken place with Job Centre Plus and design work is being carried out to identify a scheme that meets their needs; this will be referred back to Job Centre Plus's Board in early August.</p> <p>It was confirmed that there was some extra capacity in the electrical sub-station which would assist if a café / restaurant was opened. If needed, a separate power supply could be brought in as part of the unit's set-up costs.</p> <p>It was agreed that a report on the cost implications of failing to let the retail / office areas would be brought to the next meeting of the Panel, together with firm recommendations regarding lettings. Quotations have been received from midlands/national letting agents and are being analysed at the moment. A decision will be taken in the next few days.</p>	<p>SR</p>
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The meeting closed at 3.20pm.