

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

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

Tuesday 29th October 2013

Commencing: 5.15pm

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

Officers Present: A. Graves (AG), S. Riley (SR), M. Perris (MP), C. Clarke (CC), J. Bennett (JB), H. Williams (HW) & G. Keeping (GK)

- | Item | Action |
|---|------------------|
| <p>1. Apologies for Absence
Cllr Blunt (LCC). The Chairman welcomed Helen Williams and Jon Bennett to the meeting; he also stated that, given the shared interest in the delivery of the project, he would welcome the County Council's representative being present at Advisory Panel Meetings. He invited the Leader of HDC to make representations to Cllr Blunt and encourage his attendance at the next meeting of the Advisory Panel.</p> | Cllr Pain |
| <p>2. Notes of the meeting held on 28th August 2013
The notes of the meeting were agreed.</p> <p><u>Matters arising:</u></p> <ul style="list-style-type: none">• p2 <u>Reintroduction of civic & democratic processes</u>: AG reported that Beth Murgatroyd was starting discussions with party whips. An email setting out the proposed timetable for the move back into the building has been circulated to staff. Civic & democratic processes are currently scheduled to restart for smaller meetings in the week commencing 7th March, with full completion by 1st April 2014.• p3 <u>Review of Business Case – running costs/income</u>: SR reported that the appointment of ISS as facility managers meant that the running costs for the building could now begin to be firmed up. | |
| <p>3. Highlight Report</p> <ul style="list-style-type: none">• The overall status of the project is green. Completion is anticipated for 16th December or earlier; | |

- Telephony connections / data lines were relocated successfully last weekend;
- All procurement and outside dependencies are now complete;
- Some planning condition items are still on-going (e.g. signage);
- The suggestion for a time-capsule has been abandoned due to insufficient interest, but a topping-out event will still go ahead;
- Some elements have been removed from the contract with Willmott Dixon, to ensure completion on time:
 - Cycle shelter
 - External / internal signage
 - Customer flow management system

The budget for these items has been reclaimed;

- Facilities management: ISS will be on-site as soon as the building is handed back. The concierge service will now be provided in-house; adverts will be issued soon;
- The draft of the Building-use protocol will be brought back to the Panel for comment;
- A draft of the Travel Plan will be brought to a future meeting of the Panel. It was noted that the response from Members to the Travel Plan survey had been disappointing and that a new link would be issued in the next Members' Newsletter;
- The fit-out of the Museum/Library is progressing well. It will take approximately 12-14 weeks to complete the fit out and return museum exhibits. Display mounts and graphics have been removed from the Willmott Dixon contract; and
- Legal resources have been identified to complete the licence process. Legal agreements have been completed with funding partners.

MP

MP

4. Financial Review

SR presented the Financial Update paper.

- The Council has negotiated a change to a fixed price contract to ensure hand-back within budget by 20th December 2013; a significant risk was identified in August 2013 that the completion date might not have been met. This approach has led to a saving on potential costs of £100k.
- Some items have been removed from the Willmott Dixon contract and will now be delivered in-house.
- There may be a potential to reduce the level of dilapidation costs when vacating Millers House.
- It is intended that a review of project management arrangements will be undertaken after completion of the project and brought to the Advisory Panel.
- It was agreed that a summary identifying the changes

made from the original budget figures for the project will be provided to Panel Members. **SR**

5. Launch Activity & Topping Out

The Panel considered the report “Plan of activity for building re-opening”. The Chairman explained that he had received a request from the Leader that the Panel consider the removal of the first of the ‘Principles’ included on page 1 of the report (that “*The re-opening is not to be used as a political statement*”) and that the Executive was seeking a recommendation from the Panel on this matter.

JB reported that it was proposed that there would be a week-long programme of activities over the launch period and that opportunities would exist for different emphases to be placed on different events. While there were advantages in having a recognisable name involved in the opening, matters could, if wished, be handled in a way that was not overtly political. There were to be a variety of events and ‘staging posts’ during the sequence of events that could involve different people. The Chairman expressed the view that any political element should be kept within the 24th March event (MP noted that dates included in the paper were indicative at this stage).

In discussion, Panel Members expressed a variety of views:

- That the building was a public facility and any events should focus on the public, rather than being political;
- That local Town and Parish Councillors should have an input into the events. The Chairman expressed the view that events should reach across the District. Cllr Johnson felt that all councillors should be aware of who was invited. AG suggested that careful thought would be needed if all 37 councillors were to be involved in the launch and that with regard to the list of invitees, a list should be produced and discussed with the Leader, before being brought back to the Panel. **AG**

After discussion, the Panel

RECOMMENDED unanimously to the Executive:

- (i) That options existed for different “notables” to be involved at different stages of the opening week activities; and**
- (ii) That political involvement should be limited to local MPs.**

In respect of “Pre-week activity” on the second page of the report, the Panel

AGREED

That ‘the first new Councillor to attend council business in the building’ should be added to the list included in the

paper of 'first moments' to be celebrated.

It was suggested that the Market Harborough Historical Society might be able to assist in researching and liaising with a prominent historian or archaeologist to give a presentation on the significance of the Hallaton Treasure and thereby save consultancy costs (as identified in the paper's 'Next Steps' table).

6. Feedback from Access Group

Liaison with the stake-holder group has taken place throughout the design process. Discussion is continuing on the need for internal signage to be inclusive (with the use of symbols and icons for those with learning difficulties) and on the use of graphics on glass on the first floor.

7. Signage

JB reported on the need for clear and consistent signage, given the complexity of the building and the many partners / tenants occupying it. The signing strategy needed to be signed off as part of the Listed Building consent. The opportunity existed to place seven banners and a sign on the front of the building. While those bodies occupying the building would want to include their own logo on individual signage, a unifying house-brand was needed to tie these together. It was suggested that the name of the building be used. AG asked that the Panel at this stage focus on the branding, rather than the position of the banners/sign.

The Panel

**RECOMMENDED to the Executive:
That 'The Symington Building' be adopted as the house-brand for external signage and banners.**

Town Centre way-finding signage is being considered by the Town Team. AG agreed to ask Norman Proudfoot (NP) to give this a higher priority and to involve Tom Day.

AG/NP

8. Move Back Timetable

The Panel agreed the timetable as set out in the paper, but noted that the Museum, as well as the library, should be included as opening on 7 April.

9. Civic Suite Layout

The four options set out in Drawing No.BA40-FO-02-101-CH were considered by the Panel, although it was noted that the number of chairs shown in the drawings was indicative only.

The Panel

AGREED that the layout in Option 4 should be adopted, subject to the layouts being lined out and checked on the floor of the Chamber.

10. Civic Suite Furniture

Panel members viewed samples of chairs that might be used by Members and the public within the Council Chamber and decided in favour of the tubular design, in black. It was suggested that the main chairs used by Members should have arms, but that chairs without arms should also be purchased for use by the public and to allow for variation in the seating arrangements and to address any equality requirements.

11. Any other business

None.

12. Dates Future Meetings

(i) It was agreed that the next meeting would be held in conjunction with the Market Hall Executive Advisory Panel on Wednesday 18th December at 5.15pm.

(ii) It was

RECOMMENDED to Executive that the Advisory Panel should continue to meet monthly until the end of May 2014 in order to allow it to cover the period of re-entry into the refurbished building and the Post-project Review.

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. Lettings Update

Retail:

- Units 1 & 2: MP reported that an offer has been received from a retailer for both Units. There will be two separate leases covering two brands/uses. The draft heads of terms have been put in place; guarantee and credit checks are being completed. The leases will start at the end of the Willmott Dixon works. SP indicated that although the rental offer is slightly less than the estimate, the early start and security gives confidence that the business case will be met. The Chairman noted that having the entrance area occupied and active from the start will be beneficial for the project as a whole.

- Unit 3: currently one party is showing interest. There may be a need to reopen the large window in the unit.

Offices:

- Agreement with Job Centre Plus has been delayed slightly. But 'approval in principle' is now scheduled for November 2013.
- An enquiry has also been received from the private sector about office space on the 2nd.
- No feedback has been received yet from the NHS.

The meeting closed at 6.55pm.