



4th September 2024

The meeting of the **TOWN HALL COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **Monday 9th September 2024** at **6:00PM** when Members are summoned to attend.

Yours sincerely,

Matt Smith
Town Hall Manager

TOWN HALL COMMITTEE AGENDA –Monday 9th September 2024

1. Apologies for absence

2. Declarations of interest

To receive declarations from members regarding the items under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

3. Public Question Time

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

4. Minutes (Appendix 1)

To approve the minutes of the meeting of the Town Hall Committee held on Monday 30th May 2024.

5. Town Hall Transformation Project (Appendix 2)

To receive an update on the Town Hall Construction Programme from the Town Hall Manager.

6. Town Hall Transformation Project – Financial Update. (Appendix 3)

To receive an update on the current financial status of the Town Hall Transformational project.

7. NLHF – A Journey Through Kidderminster’s Town Hall (Appendix 4)

To receive an update on the NLHF – A Journey Through Kidderminster’s Town Hall Project from the Town Hall Manager

8. Forward Work Programme (Appendix 5)

To note the Forward Work Programme and agree any matters that members might wish to add.

9. Exclusion of the press and public

RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to financial and contractual information and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

10. Reopening the Town Hall

To approve the appointment of a business consultant to recommend a business model for the future operations of the Town Hall.

KIDDERMINSTER TOWN COUNCIL

TOWN HALL COMMITTEE

Public Minutes of the meeting held on Thursday 30th May 2024 at 6pm
in the Kidderminster Room, Wyre Forest House

Present:

Councillors:

D. Hine (Chair)

B. Brookes

B. Connor

F. Oborski MBE

L. Carroll (Substitute for Cllr. J. Beckingham)

In Attendance:

Chief Executive

Town Hall Manager

Cllr Helen Dyke

Cllr Steve Hollands

1. APOLOGIES FOR ABSENCE

Councillor J. Beckingham

2. DECLARATIONS OF INTEREST

Nil

3. PUBLIC QUESTION TIME

Nil

4. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on Thursday 30th February 2024.

7. TOWN HALL TRANSFORMATION PROJECT

Members received an update report on the Town Hall Construction Programme from the Town Hall Manager.

8. NLHF – A JOURNEY THROUGH KIDDERMINSTER’S TOWN HALL

Members received an update on the NLHF – A Journey Through Kidderminster’s Town Hall Project from the Town Hall Manager and Heritage Volunteer Coordinator.

Members requested to receive regular updates on the project.

9. THE FORWARD WORK PROGRAMME

Members noted the Forward Work Programme for the Town Hall Committee for 2024/25 and considered any additions.

Meeting closed at 6.55 pm.

Kidderminster Town Council Town Hall Committee Meeting

9th September 2024

MS/2024

REPORT TO THE TOWN HALL COMMITTEE

Agenda item 5 Appendix 2 Town Hall Transformational Project Update

Contract Particulars

PROJECT TITLE – Kidderminster Town Hall Transformational Project

PROGRESS REPORT FOR SITE MEETING NO - 09

CONTRACT WEEK NO – 34

Date of possession: 8th January 2024.

Contract Start Date – 8th January 2024

Duration – 72 Weeks

Contract Completion – 16th May 2025

Project Overview

Description of Work

- Protection to internal areas including staircases and organ.
- Erection of site hoarding.
- Internal strip out.
- Piling works for ground support.
- Cranage works for installations.
- Erection of scaffold internally and externally.
- New Internal space formed in existing courtyard by way of a steel grid shell design with roof.
- Restructuring of existing internal spaces to allow back of house kitchen spaces and support for future
- exhibitions.

- M&E installations to suit new spaces.
- A new back of house entry point with dock leveller entrance via new rear access point.
- Renovation works to some areas of external roofing.
- Renovation works to Grade II listed facades, external repairs and decorations.
- Structural support works to allow new AV stage equipment.
- Decoration and renovation.
- Design and construction of a new entrance podium to the front elevation

Key Activities This Period

Majority of ceiling repairs have been complete and painted. 30/08/2024

AV installs commence on the 19/08/2024

M&E first fix to the attic was completed 16/08/2024

Tiling to the toilets started on the 12/08/2024

Continue M&E to all areas.

Scaffold was struck to the courtyard on the 16/08/2024

All pitch roof and flat roof works in scope were completed on the 01/08/2024

Final stonework was completed on the 28/08/2024

The Grid shell steelwork did not commence as planned.

Attic truss works started.

Foundations and rebar install complete.

Courtyard drainage complete.

Bell Tower stone works complete

Restoration works by Greggs complete.

M&E works commenced, (Town Hall Basement)

Completed existing kitchen structural opening.

King Charles Scaffold Strike (inc Weavers Wharf)

Single Ply Roof Works Complete.

Town Hall Electrical Containment started.

Completed Chimney Works.

Ventilation to music hall and basement has progressed with attic and basement installations.

The attic flooring has been completed.

Progress Summary

Key design elements to focus on over the next month are:

The Grid shell steelwork to commence.

Install crane matt

Tiling to continue

Complete facade scaffold removal

Close ceilings

Floor finishes to the toilets

Commence second fix

Commence strip off and install to new lean-to roof.

Progress M&E Works

Install access walkway to the music hall.

Key variations to be progressed over the next month are:

Courtyard

Reconfiguration of the steelwork to the courtyard elevation.

Scaffold is due to be struck in the courtyard.

The Grid shell steelwork to commence.

Balcony Lift

Feasibility for designing and installing a lift for the first-floor offices and balcony. Design completed, costed and validated.

Enabling works to start.

Podium Design

A fully costed and agreed design needs to be in place by the end of September 2024 to successfully programme the works within the construction contract for the Town Hall. Howells and One Environments to take the design forward in line with these implications.

30/07/2024 BT Openreach have visited site and carried out an initial survey. They need to carry out further surveys however the feeling from the engineer was they would need to make some substantial changes which would take time to resolve.

Utilities

New Gas Boiler – SML have completed all builders works and Hydrock have completed design but are waiting for FluStax to come to site to carry out their inspections to specify the flue, before issuing the package of information to SML for pricing.

Gas Meter on date – 16th September.

Electricity meter on date - client action to pick up.

KTC are procuring Energy providers through framework agreement.

LCP Services reconfigurations – instructed by Gleeds 16/08/2024.

Stopping Up

Cadent require the Council to grant an easement over the land to maintain the gas runs within the proposed podium boundary to close out the objection for the stopping up order. KTC have put forward legal team contact details to Cadent to progress. Design team to put forward latest proposal.

National Grid - NG team have written confirming that NG would divert the cables once the podium works were complete. The project and client team have talks with NG to bring the works forward to before podium works are complete, NG legal team confirmed this not achievable, but will look to complete the diversion works before the Town Hall is due to reopen. Currently a revised quote has been out forward to divert the LV/HV. KTC have paid NG for diversion works.

Architectural Progress

Sub-contractor design package reviews ongoing

Colours and finishes for other areas are being progressed.

Detail and setting out information ongoing

Review of provisional sum items with contractor ongoing inc glazed doors.

Issued Music Hall painting scheme and setting out of AV.

Fire engineer workshop.

Conservation Architect (DIA) Progress:

Met with Conservation Officer to discuss proposals for removal of balustrade stonework to Music Rooms.

Commenting on approach to storage and removal of stonework - Agreed

Arranged for Level 3 Building Recording of stonework proposed for removal – Agreed

Met with Conservation Officer and Matt Smith on site to agree an approach for the removal/ storage of balustrade stonework. 28.08.2024

Developed details for secondary glazing and music hall doors and liaising with Grand Design Blinds – ongoing



New Café / Restaurant – Old Hub face to face area.



New Courtyard Bar/Café area – Piling works to carpark.



New Music Room Foyer – Old toilets and box office area.



King Charles Slate Work Complete.



Single Ply Worrrks progressing.



Music Room ceiling repairs commenced.



Changing room shower floor completed.

Stonework Restoration





Decorations nearing completion in the Music Room

Decorative plaster work painted gold



Decorative ceiling vents painted gold.



Steel frame for courtyard canopy well underway and fabricated



Executive Summary

This report is up to the end of contract week number 34, 30/08/2024. We are currently 23 days behind due to Vector Foiltec not starting to install the steel frame. We are currently working with Vector Foiltec to mitigate the delay.

Currently non critical areas of delays are stated below:

Music Hall Progress

Currently running 45 days behind programme due to colour choices for truss and builders works, vents not specified, lights not specified.

Town Hall Area Progress

6 days behind, due to chimney works and builder work design

Town Hall And Music Hall Basement Progress

25 Days behind programme due to builders work details

Courtyard

As note in executive summary

Programme Update.

Against Client Program 03

Contract completion: 16/05/2025

Forecast completion: 18/06/2025

Forecast delay to completion – 23 Days Late

Management Programme Recovery

We have carried out a management review along with our sub - contractors to mitigate the delay that is being cause by Vector Foiltec this is reflect below in our management programme 'MAN08'

Against Programme – MAN08

Contract Completion - 16/05/2025

Forecast Completion – 16/05/2025

To achieve this, we have:

- Introduced steelwork rather than install a capping beam for the curtain walling to sit onto this has saved 2-3 weeks
- We have reviewed the paving programme in the courtyard with the ground working contractor and have been able to reduce the install period by increasing labour force saving 2 weeks.



Kidderminster Town Hall

Post Contract Phase Cost Breakdown and Cashflow Forecast

Cost heading	To Date (end March 2024)										2025						2026	Totals
		Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Future	
Construction																		
SMML Main Contract	896,641	355,519	474,103	630,766	658,127	724,819	770,031	695,006	664,845	574,013	499,133	509,086	433,248	226,984	118,418	269,205	129,441	8,629,384
SMML PCSA	138,556	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	138,556
Professional fees relating to any of the above (capital)																		
Gleeds	133,745	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	8,000	299,895
GHA	365,705	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	18,146	9,976	598,297
GHA (Planning Amendments)	6,479	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,479
MGAC (Principal Designer)?	9,521	500	0	0	500	0	0	500	0	0	500	0	0	500	0	0	500	12,521
Mann Williams	78,787	8,770	8,770	8,770	8,770	0	4,385	0	4,385	0	3,508	0	3,508	0	0	3,508	0	133,161
Acoustic Hoare Lee	19,545	0	520	780	1,920	520	520	520	390	390	0	0	0	0	0	0	0	25,105
Catering (Mark Hobbs)	13,070	2,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,770
Hydrock	146,552	0	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	0	177,688
Hydrock (Fire Engineer)	2,500	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Stage Right	50,974	797	797	797	797	797	797	0	0	0	0	0	0	0	0	0	0	55,757
Artelia UK	69,951	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,297	1,000	0	0	95,156
Artelia UK (enhanced to come)	0	0	741	741	741	741	741	741	741	741	741	741	741	1,353	1,650	2,650	1,500	15,304
Access Included Ltd	6,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,100
Other Costs																		
Invigour	30,712	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30,712
Planning, B'Regs	0	0	2,563	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,563
Legal Costs (Osbourne Clark)	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,000
Anthony Collins (Legal)	16,336	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,336
Cavetto (Party Wall)	1,979	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,979
Cogent	0	3,420	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,420
Gallaghers (Insurance)	7,933	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,933
FMG (Business Case)	10,404	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,404
VAT Consultant	8,550	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,550
FFE/Fit-out	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50,000	50,000	0	100,000
Surveys and investigations	54,454	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	54,454
Consultation/exhibition/communications	220	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	220
Worcestershire CC (L3 Building Report)	2,731	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,731
Peter Spencer (Cawston) Ltd	0	0	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300
Historic Invoices Paid	74,857	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,404	0	88,261
Decant/recant	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,404	0	33,404
Pre-opening costs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000	30,000	0	50,000
Podium (inc Professional Fees)	0	0	0	7,500	20,000	10,000	10,000	10,000	30,000	50,000	50,000	50,000	50,000	50,000	41,250	12,500	8,750	400,000
Contingency	0	0	27,261	36,269	37,842	41,677	44,277	39,963	38,229	33,006	28,700	29,272	24,912	13,052	6,809	15,479	3,482	420,230
Total	2,171,302	401,264	544,337	714,904	757,979	807,836	860,032	776,011	767,871	687,431	611,863	618,381	541,690	320,558	266,499	441,063	161,649	11,450,669

End March 202510,260,900

Funded by:	
LUP:	£8M
Loan:	£2M
KTC reserves,other grants etc	£1.5M
Total Cost Estimate	£11.5M

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE MEETING
9th September 2024**

MS/2024

10/08/2024

REPORT TO TOWN HALL COMMITTEE

AGENDA ITEM 4- NLHF – A JOURNEY THROUGH KIDDERMINSTER'S TOWN HALL

AIM

1. To update members on the National Lottery Heritage Fund Project.

BACKGROUND

2. The Town Council was awarded a grant in May 2023 of £249,696 from the National Lottery Heritage Fund 'A Journey Through Kidderminster Town Hall'
3. Stephen Bellion Church Art tendered for Organ Repair works and were awarded the contract.
4. The remainder of the funding from the bid was assigned for 2 x Consultancy Positions, Volunteer training, Conservation to high priority artworks/Charter and Seal, Interpretation boards, Schools and College Projects, Celebration Events, Stone works restorations, etc.

DISCUSSION/ COMMENT

5. Project Manager (Town Hall/Deputy Town Hall Manager) - Update

Task	Status
Appointment of Heritage Volunteer Co-ordinator and Evaluation Consultant	Completed
Install scaffolding and hoist to Town Hall	Request to National Lottery Heritage Fund on 13/03/2024 to consider amendment to original bid and reassign funding to create a plinth at the front entrance of the Town Hall to make the Town Hall accessible to all and bring the originally two buildings with separate entrances together as one. Approved 14/03/2024.
Carry out external stonework repairs at high level, balcony and parapet	
Removal of scaffolding	
Protect William Hill organ casing and remove pipework prior to conservation work	Completed
Carry out decorative works to organ pipework off-site, return and re-install	Ongoing - Decorative works completed and pipes returned to site ready for installation following works currently being undertaken as part of the Transformation Project.

Carry out decorative works to organ casing	Ongoing - Awaiting confirmation of historical colour schemes from conservation team prior to obtaining quotes.
Remove Town's art collection for safe storage, conservation works and repairs	Completed
Remove Town Charter and Seal from premises for safe storage and repairs	Completed
Carry out conservation works and structural repairs to paintings	Ongoing - Suitable companies sourced and now waiting for quotes for conservation works.
Carry out repairs to Town Charter and Seal	Ongoing - Researching suitable companies to invite quotations
Tuning and regulation of organ following redecoration work and protection during refurbishment	Ongoing - Awaiting installation of pipes
Return and display significant art collection to the Town Hall and display Charles I portrait in the King Charles Room	Ongoing - Awaiting conservation works / and statement of authenticity and completion of Transformation Project
Town Charter and Slate Map in Town Hall	Ongoing - Awaiting conservation works and completion of Transformation Project for replacing of Town Charter. Slate Map is out of scope due to the King Charles Room being taken out of the Transformation Project.

6. Heritage Volunteer Coordinator – Update

Task	Status
Development of Volunteer Policy and Framework to support volunteering activity and Volunteer Training Programme	Completed
Volunteer Recruitment Programme and Engagement Programme – Heritage event 11/9/2024	Ongoing- Together with the Summer newsletter, posters and flyers have been distributed via email and as hard copies to interested parties with requests to share widely, inc the library, Kidderminster College, the Museum of Carpet, Bewdley Museum, Wyre Forest Historical Research Group, HOGS. It is also on Wyred Weekly and the Town Hall Facebook page, which has been shared to other groups inc Kidderminster Past and Worcestershire Volunteering Opportunities. Richard Clarke (SM) will attend from 10.30 to 11.30 and will bring drawings and a presentation which he will leave with us for

	<p>the day. We will tour the Town Hall afterwards to look at display possibilities. 9/8/24</p> <p>The library have confirmed the photography exhibition will be taken down end August so we can use the walls for display, and they will put a display up too. They are also receptive to us using the library for research training/meetings and through libraries unlocked.</p> <p>Colin Hill will provide some pictures of the Town Hall for the display and David Humphreys from CAMRA (who commented on the FB post) has offered some pictures too.</p> <p>Gay Hill, Chairman, Wyre Forest Historical Research Group (WFHRG) has been in touch and we are going to discuss how we can work together. They may be willing to run a workshop for volunteers in the library showcasing the use of their archives, or I can attend the session and cascade to volunteers.</p> <p>Summer Newsletter has been sent out and FAQ's are now on the website.</p>
Volunteer research and training – Cleaning Historic Silver.	<p>Ongoing – The Heritage Volunteer coordinator attended a training session on Monday 29/7/24 delivered by Donna Stevens, Historic Silver Cleaning. This training will be used as a basis for training Wyre Forest School pupils in the second half of the Autumn term. 2024 and other volunteers. The school will carry out their own risk assessment of the activity. I have details of the materials needed for the cleaning which I will cost out. We will need to decide which items we wish to display and how to store the silverware following its cleaning. Donna is happy for me to contact her with any further questions during the project.</p>

Town Hall Website	Ongoing – Issue 2 of the summer newsletter has been posted on our website and prepared FAQs which the summer newsletter will signpost to. We are also now able to post the first podcast on the website as well as the newsletter audio, once we have the technical support to do so.
Schools Project - visit two schools to partner, volunteers to deliver information sessions to two schools, drawings of Town Hall to be created by children, creation of self-published book begins	Ongoing – amendment to school's project requested and agreed on 29/02/2024 to open to all Kidderminster Schools as requested by Council Members. Our HVC had a very positive meeting with Rebekah Thompson, Deputy Headteacher at Wyre Forest School, she toured the school and met a number of staff and pupils. They discussed a proposal to work with pupils aged 14+ from the Autumn term. The pupils will, following training, clean historic silverware at Wyre Forest House which will help them to develop skills and gain experience of a workplace. The school would be happy to allow pupils to continue to carry out this task on an ongoing regular basis if needed, when it is displayed in the Town Hall upon re-opening. The pupils involved will be invited to tour the Town Hall and see the fruits of their labour, once it is in situ. The school is going to assist and advise us to ensure that the Town Hall is fully accessible and inclusive with, for example, the use of symbols as well as text as descriptors. They are very keen to inform the wider community about the school and are happy to be featured in our newsletter. They will also take part in the drawing competition.
Kidderminster College Music Project	Ongoing
Launch of online Art Gallery containing Kidderminster Town Council's art collection	Ongoing

7. Evaluation Consultant – Update

Task	Status
• Mid term project review	In progress
• End of project review	Ongoing

FINANCIALS

8. Kidderminster Town Council have made their first draw down of finances for expenses incurred.

RECOMMENDATION(s)

9. It is recommended that the Town Hall Committee

RESOLVES:

To note the contents of this report.

Matt Smith, Town Hall Manager

10/08/2024

KIDDERMINSTER TOWN COUNCIL

Work Programme for Town Hall Committee Meetings for the Municipal Year 2024/25.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of Previous Meeting
4. Town Hall Transformation Project
5. NLHF – A Journey Through Kidderminster's Town Hall
6. Questions/Petitions from members of the public

Meeting Date	Item
30th May 2024	To receive the Scheme of Delegations and Terms of Reference for the Town Hall Committee. To recommend Policy for approval by Full Council.
	Town Hall Vision To consider the Council's vision for the future use and purposes of the Town Hall.
9th September 2024	Town Hall Transformation Project – Financial Update? To update on the current status.
	Appointment of Business consultants
20th November 2024	Budget 2025/2026? To recommend a Town Hall Budget to the Finance and Overview Committee.
	Implementation Plan Update
12th March 2025	Town Hall Transformation Project – Financial Update? To update on current status.
	Implementation Plan Update